

Terms and Conditions for Use of Åbo Akademi University's IT Resources.

Approved 5th of May, 2014 by Nämnden för gemensamma funktioner.

After 1.1.2015 the Computing Centre shall refer to ICT Service.

The complete set of the Computing Centre's Rules and Regulations, which are referred to in these Terms and Conditions, are found at: <http://www.abo.fi/stodenhets/sakerhetspolicies>.

Valid from 1st of August, 2014. These Terms and Conditions replace the *Terms and Conditions for Use of Åbo Akademi University's Computer Resources approved 2 June, 2004*.

User Rights

Staff of and students enrolled at Åbo Akademi University are allowed access to the University's IT resources for work and communication related to University research, teaching, studies or administration, once they sign a User Agreement with Åbo Akademi University's Computing Centre. In order to obtain and retain user rights, users must adhere to certain stipulations, detailed below.

The term *staff* hereafter refers to any person who receives a salary from Åbo Akademi University's Financial Services. The term *student* hereafter refers to any person who is actively registered for studies at Åbo Akademi University during an academic term (or, contingent upon approval, registered as a non-active student). Guest lecturers and other short-term users who need to avail themselves of the University's Computer Resources may, upon referral from an appropriate Department Head, apply for a limited user account.

Students enrolled at the Centre for Lifelong Learning at Åbo Akademi University (Centret för Livslångt Lärande) may apply for user accounts good for the duration of their studies, contingent upon recommendation from the Centre for Lifelong Learning. Furthermore, the University's Headmaster may grant certain groups closely associated with the University user rights; such groups must thereafter enter into User Agreements with the Computing Centre.

Updated and detailed descriptions of the various user categories can be found in the Computing Centre's Rules and Regulations.

The Computing Centre at Åbo Akademi University reserves the right to charge for services.

If Åbo Akademi University's IT resources are used for commercial and/or other external/private purposes, an agreement must be first reached with the Computing Centre as regards reimbursements and compensation to the University. This also pertains to research related computer usage, in cases where computer use for external purposes (non University related) exceeds that which could be considered reasonable.

Finnish Law

The Finnish law deals with the use of computers in several aspects. A list of central legislation is found in the list of Rules and Regulations. It is of special importance to note that:

- Either the attempt to or the actual opening of a second-party's e-mail, monitoring of computer networks without authorization and/or collection of others' data transfer information is considered to be a violation of an individual's right to privacy and is punishable by law.
- Either an attempt at or the actual act of cracking or using another person's user name and password is illegal and punishable by law.
- Unauthorized use of copyrighted material (software, music, video footage etc.) can be considered copyright violations.

- Sending e-mail in another's name can be considered forgery.
- Any person who damages another person's computer or computer data (for example, with a malware) can be fined for damages.
- The use of Åbo Akademi University's IT resources and/or programs for private use or economic gain can be considered illegal.
- Any person or group that maintains or uses personal data registers (such as address registers or data files with personal information) must abide by the Personal Data Act and other pertinent legislation.

Åbo Akademi University's Rules and Regulations

The rules for using the IT resources at Åbo Akademi University are specified in *Rules of IT Service Use*.

Username and Password

The Computing Centre is responsible for the administration of usernames and passwords at Åbo Akademi University.

Passwords should be chosen carefully.

E-mail

It is forbidden to send e-mail or other electronic messages in another persons name.

Usage of e-mail is regulated by the *E-mail rules* and *Policy for the use of electronic mail at Åbo Akademi University*.

Computer Security, Fees and Licenses

- Users are responsible for all service and costs accrued while using external subject-to-charge services, i.e. the World Wide Web. Users are responsible for all costs accrued while using non-University systems.
- The security and informational integrity of the University's computers and network is not guaranteed. Neither the Computing Centre nor Åbo Akademi University are responsible for damages or losses that occur during use of the University's computer resources. The use of external network services, including banking and other monetary services, are undertaken at one's own risk.
- The Computing Centre is not responsible for damages caused by hardware or software problems, malware or misuse. While the Computing Centre does retain some backup copies on file, the backup system as such is not comprehensive. Therefore, the ultimate responsibility for backing up files lies with the user.
- The Computing Centre administrates and develops the University's IT resources. The Computing Centre reserves the right to read, monitor and/or delete users' files, e-mails or data communication, in cases where security and/or functionality is at issue or misuse is suspected.

Consideration of Others

Users should properly maintain and periodically clean their disks and mailboxes. Note that there are restrictions regarding a user's total use of disk space and mailbox. In cases where the maximum capacity for a mailbox is exceeded, e-mail will no longer be delivered.

Miscellaneous

In the Computing Centre's Rules and Regulations users will find other stipulations, rules and policies which pertain to usage of Åbo Akademi University's IT resources. Topics include:

- Rules of IT Service Use
- E-mail rules
- Policy for the use of electronic mail at Åbo Akademi University
- Use of computer labs and other common computer equipment
- Use of the University's website and network
- Equipment connected to the University's network. Installation of servers or server functions on computers connected to the University network must be authorized by the Computing Centre.

Please note that also private equipment connected to the University's wireless network are considered part of the University's network. Therefore, all rules and regulations listed above also apply to these.

User Agreements

- The Computing Centre retains the right to change the terms of the User Agreement as needed once a year at the start of each new academic year. Users are responsible for noting changes made and abiding by them, unless a complaint to the Computing Centre is made. If a user does not contact the Computing Centre and express discontent with the new rules within three months of the initial date the changes were made, it will be assumed that said user has accepted the changes.
- The processes of granting and termination of user rights are described in *Rules of IT Service Use* in the Rules and Regulations of the Computing Centre.
- Either the user or the Computing Centre can null and void a User Agreement at any point in time. If a user wishes to terminate his/her account, he/she must provide the Computing Centre with written notification of such.
- The Turku District Court (*Åbo Tingsrätt*) will settle any disputes regarding User Agreements and/or accounts.

If the law, internal regulations or miscellaneous rules and stipulations concerning the use of the IT services are broken the issue will be handled according to *Consequences of IT service abuse*. The user may appeal the decision to Nämnden för gemensamma funktioner within 30 days of receiving the decision.

This document is a translation of *Allmänna användningsvillkor för akademins it-omgivning*. If the documents differ, the Swedish version shall be considered the one in force. Errors found in the translation are corrected and the date stamp of the document adjusted accordingly.