

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

Checked on the 9th of May 2018 by Samarbetskommittén.

Approved on the 3rd of May 2018 by Ledningsgruppen för informationssäkerhet.

Approved on the 24th of May 2018 by the Chief Information Officer.

The complete set of the **policies, rules and regulations** referred to, are found at:
<http://www.abo.fi/stodenhetsakerhetspolicies>

Valid from 1st of August 2018. These Terms and Conditions replace the *Terms and Conditions for Use of Åbo Akademi University's IT Resources approved 5th of May 2014*.

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 ICT Services. Furthermore, the University's Headmaster may grant certain groups closely associated with the University user rights; such users must thereafter enter into User Agreements with ICT Services. In order to obtain and retain user rights, users must adhere to certain stipulations, detailed below.

The term *staff* hereafter refers to any person employed by Åbo Akademi University. 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 time-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.

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

The user undertakes to demonstrate, in an acceptable manner, having acquainted oneself with the rules and regulations concerning information security and data protection at Åbo Akademi University.

ICT Services 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 ICT Services regarding 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.

Current and more detailed definitions, policies and rules, regarding the use of IT resources, are regularized in policies, rules and regulations.

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

ICT Services are 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 person's name.

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

The e-mail addresses are published according to the e-mail policy (Användningspolicy för elektronisk post vid Åbo Akademi).

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 ICT Services 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.
- ICT Services are not responsible for damages caused by hardware or software problems, malware or misuse. While ICT Services 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.

- ICT Services administrates and develops the University's IT resources. ICT Services 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 Rules and Regulations of ICT Services other stipulations, rules and policies which pertain to usage of Åbo Akademi University's IT resources are found. Topics include, but are not limited to:

- 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 ICT Services.

Please note that also private equipment connected to the wireless network at Åbo Akademi University are considered part of the University's network. Therefore, all rules and regulations regarding connecting equipment to the Åbo Akademi University network also applies to such private equipment.

User Agreements

- ICT Services 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. The procedures are described in greater detail in the current Rules and Regulations of ICT Services.
- Either the user or ICT Services 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.