POLICY OF INFORMATION SYSTEMS USAGE AT AALTO UNIVERSITY

Contents:
Introduction ................................................................................................................................................................................................. 1
Target group and purpose of policy ........................................................................................................................................................ 1
Concepts ................................................................................................................................................................................................. 2
Entry into force of the usage policy ........................................................................................................................................................ 2
Usage policy change management .......................................................................................................................................................... 2
Deviation from usage policy .................................................................................................................................................................... 2
Usage policy control................................................................................................................................................................................ 2
Additional information ............................................................................................................................................................................. 3
Policy for the use of information systems ............................................................................................................................................... 3
Rights and responsibilities of information system users ......................................................................................................................... 3
User rights and user IDs .......................................................................................................................................................................... 4
Termination of user right ........................................................................................................................................................................ 5
Appendix 1 Key legislation concerning the use of information systems ............................................................................................ 5
Appendix 2 Documents referred to ................................................................................................................................................... 6

Introduction

Information systems and a communications network are necessary for study, work and communication in an academic community. Aalto University forms a part of an international network community, and the users of the university information systems must thus consider the position and reputation of Aalto University when using the information systems. Our own use and behavior can influence the image of Aalto University and affect our possibility to act as a full member of the network community.

Target group and purpose of policy

This Policy of information systems usage at Aalto University (hereafter "usage policy") concerns all members of the Aalto University academic community, other users of Aalto University information systems and Aalto University units.

The usage policy concerns all information systems that are in the possession of or otherwise the responsibility of the university, as well as such services to which employees have access through the university (for example, CSC services). The usage policy also concerns workstations located at the university and provided for public use and all equipment connected to the university network.

The university, as the owner of the information systems and services and on the basis of its
right to supervise and control, shall have the right to issue regulations on where and how the services it offers for work and study purposes are used.

The usage policy defines the general rights, responsibilities and duties of the users of the IT services. In addition to the usage policy, users of Aalto University information systems must also take into account other policies, rules and instructions issued by the university and its units on their information systems, good practices and Finnish law (Appendix 1).

Concepts

An information system refers to
- applications
- databases and data warehouses
- terminal and other IT devices (personal computers, smart phones, printers, etc.)
- servers
- communications networks (wide area networks and local area networks).

A user refers to a person who has a right to use one or more information systems with standard credentials. As a contrast, administrators and main users with extensive credentials. The Aalto University maintenance rules govern the maintenance of information systems, administrators' responsibilities and rights pertaining to controlling the operation and use of information systems (including user files and processes), as well as data security.

Each information system at the university has an owner, who is responsible for the purpose of use, operation, content and use of the system. The IT director is the owner of the university's general purpose information systems. Owners of individual information systems owner may create additional user instructions that complement the usage policy. These instructions will be made known to the users of the information system.

Entry into force of the usage policy

The usage policy entered into force on 3 June 2010.

New information systems implemented after this date shall be executed in accordance with the usage policy. If the implementation of the usage policy requires technical changes to existing information systems, any significant changes and updates shall be carried out in accordance with the usage policy.

Usage policy change management

Usage policy is reviewed annually and whenever necessary to correspond with changes in services and legislation. Significant changes are processed in a co-operation procedure. The IT director monitors the need for updates.

Any change in the usage policy is communicated to the academic community in Aalto Inside and via other applicable channels of communication. Personal notifications are not sent for any change. Changes may enter into force with immediate effect.

Deviation from usage policy

Permission to deviate from the usage policy may only be granted for good reason. The IT director will grant permission for the deviation. Applications should be submitted to IT-johtaja@aalto.fi.

Usage policy control

Policy control is the responsibility of the IT unit, service and information system owners and supervisors in their respective areas of responsibility. Violations of this or other policies and guidelines concerning the use of information systems are handled in accordance with the document Policy of sanctions for IT offences at Aalto University.
Additional information

The usage policy and other guidelines on the use of Aalto University IT services are available on the Aalto Inside IT pages. The IT Service Desk may be contacted for advice. Service descriptions of the Aalto University centralized IT services are on the Aalto Inside IT pages. Documents referred to in the usage policy are listed in Appendix 2.

Policy for the use of information systems

General principles guiding the use of information systems and the interpretation of the usage policy include the following:
- Everyone with usage rights shall have appropriate and reasonable use of IT services.
- No harm must be caused to other users, organizations or information systems in the communications networks.
- Privacy must be respected.

Rights and responsibilities of information system users

The university information systems are designed as a tool for tasks that relate to studies, teaching, research or administration at Aalto University. Private use is allowed to a limited extent and only to the extent that it does not
- restrict other use of the system
- give rise to a need for change in the university information systems
- conflict with usage policies and guidelines issued for an individual system or the systems in general

Such limited use can include private email conversations and the use of online services. Other use than the above requires written permission. The following are examples of activities that can only be carried out with explicit written permission:
- commercial use on behalf of a party other than the university shall be allowed only with express permission
- use for political activity (such as election campaigns) is prohibited. University elections, the activity of political student organizations / affiliates connected with student union activity and personnel trade unions, as well as professional societal interaction, are exceptions
- use for religious activity or similar promotion of beliefs is prohibited, but private use (such as reading the online bible) is permitted
- the publication, transmission or distribution of illegal material or material contrary to accepted principles of morality is prohibited, as is placing unnecessary strain on the system resources

Any material in a student's home directory is always considered private. To ensure their own privacy, employees must keep private material clearly separate from work-related material.

All information system users are responsible for the overall security of the university information systems and data therein.
- Everyone has an obligation of secrecy concerning confidential information that has come to their knowledge during studies or employment (on the grounds of, for example, privacy and research agreement terms).
- Obtaining or attempting to obtain information in information systems without right is prohibited. For example, finding and reading information and files belonging to another person is only allowed if it is clear that he or she has knowingly published it.
- If a person unintentionally receives information addressed to or belonging to another user, the use, recovery and distribution of the information is prohibited. System administrators and/or the person concerned must be notified of the event. The provisions in the Aalto University email policy apply to email delivered to the wrong person (students, employees).
- User accounts may not be used to look for vulnerabilities or circumvent encryption without right, to copy or change communications, or to intrude into other systems, directories or services.

Any abuse or problems in data security, either detected or suspected must be informed following information security incident guideline.

Parts or features of a system that have not clearly been indicated as being for general use must not be used. These can include tools designed for maintenance and functions blocked by system settings. Setting up service processes visible outside a workstation or server requires permission from the information system owner.

Only equipment that is approved by the network owner can be connected to the university communications network. Only equipment that is owned or managed by the university can be connected to the university wired network. Separate guidelines exist for the use of a visitor network, reserved for general use or for the use of users' own portable workstations.

**User rights and user IDs**

Only people who have received user rights have the right to use Aalto University information systems, with the exception of public services.

- As an expression of a user right, the person is given a user- or group-specific account.
- By accepting the user account, the person undertakes to comply with the usage policy and other policies, guidelines and regulations related to use.
- Information system user rights are based on roles. A person may simultaneously have several roles.

User-specific accounts are personal and must not be disclosed to anybody.

- The person is responsible for all the use of his or her user account and the information he or she has processed and saved with the help of the user account (Service description of file services).
- The person has financial and legal responsibility for any harm or damage caused by the use of the account (see also Policy of sanctions for IT offences at Aalto University)
- It is prohibited to falsify another person's identity or to use another person's user account.

Group accounts used by several people can be granted for special purposes, such as for a course in a workstation classroom.

- The applicant for a group account is responsible for assigning the account for the said purpose.
- A group account may only be used for the purpose for which it has been granted.
- Each group account user is responsible for his or her own use of the group account (cf. user-specific user account s).
- Processing and saving personal information with a group account is not recommended, as the confidentiality of the information cannot be guaranteed in group account use.

Both user-specific and group account s must be protected in accordance with the password instructions using a strong password, or as otherwise instructed.

- Where there are grounds to suspect that a password or other account has fallen into the wrong hands, the password must be changed or the use of the account must be blocked with immediate effect.
Termination of user right

A user's right to use the information system terminates when
- the person is no longer part of the university,
- a user right granted for a fixed period expires, or
- the role of the person changes in such a way that there are no longer grounds for a user right to the information system.

A user account is closed when
- the user right on the basis of which it has been granted expires
- there is no longer a need for it
- there is reasonable suspicion of abuse or data security being endangered (see Policy of sanctions for IT offences at Aalto University)

For more information on the validity of a user right and the closing of user accounts, see also Instructions on the validity of user rights to Aalto University information systems.

Processing information at the termination of a user right:
- The personnel must transfer, as necessary for the continuation of duties, work-related messages and files to a person designated by the supervisor. This can also apply to a student who has worked, for example, in a research group.
- The person must remove any personal emails and files before the user right is terminated.
- The person must remove any software supplied by the university for home use and based on membership of the academic community at the termination of the right to study or employment contract, unless otherwise specified in the software license terms.
- A third party (for example, a representative of a supplier) must transfer or destroy information related to the user account issued for the purpose of executing a project in accordance with the agreement signed for the project.
- A person's files and mailbox will be removed three months from the termination of the use of the account.
Appendix 1 Key legislation concerning the use of information systems

Arkistolaki (Archives Act) (831/1994)
Henkilötietolaki (Personal Data Act) (HetiL, 523/1999)
Julkisuuslaki (Act on the Openness of Government Activities) (JulkL, 621/1999)
Rikoslaki (The Criminal Code of Finland) (39/1889, Chapter 35, section 1(2), Chapter 38, section 2, Chapter 38, sections 3–4, Chapter 38, section 8)
Suomen perustuslaki (The Constitution of Finland) (731/1999, sections 10–12)
Sähköisen viestinnän tietosuojalaki (Act on the Protection of Privacy in Electronic Communications) (SVTSL, 516/2004)
Tekijänoikeuslaki (Copyright Act) (404/1961)
Yliopistolaki (Universities Act) (558/2009)

Appendix 2 Documents referred to

This Appendix contains documents referred to in the usage policy, if they already exist. The Appendix is updated during changes.

1. Aalto University maintenance rule
2. Policy for reporting information security incidents
3. Password instructions
4. Policy on email handling at Aalto University for students
5. Policy on email handling at Aalto University for units and employees
6. Service description of the file system
7. Ownership of the information system
8. Policy of sanctions for IT offences at Aalto University
9. Instructions on the validity of user rights to Aalto University information systems

Aalto Inside IT pages (internal pages)
https://inside.aalto.fi/display/ITServices/Home
Policies and guidelines for IT functions at Aalto University (public pages)
http://www.aalto.fi/en/about/contact/services/it/policies/
IT policies and guidelines at Aalto University (internal pages)
https://inside.aalto.fi/display/ITServices/IT+Policies+and+Guidelines