

Information systems use regulations

1. Purpose of these regulations

The purpose of Turku UAS is to arrange professional higher education that leads to a degree, professional specialisation studies as adult education, education towards a higher degree, and other adult education. The purpose is also to conduct research and development activities that serve the educational activities at TUAS, support regional development while considering the regional economic structure.

The institution has to ensure the confidentiality, consistency, and usability of the information of all user groups and offer a reliable and safe environment for information management. **These and other regulations have been created to help different groups of users to identify the rights and responsibilities associated with their user rights.** Even an unintended neglect of responsibilities associated with user rights may endanger the consistency, confidentiality, and usability of the information of other users.

These regulations apply to the following circumstances: the information systems and their use owned by or the responsibility of Turku UAS; to all users who use services enabled or authorized by or through Turku UAS. The regulations apply also to work stations in shared use at the institution, and all equipment connected to its network.

All users of the information systems of TUAS have to abide by these regulations, other regulations and instructions about TUAS information systems, best practices, and the laws of Finland. Violation of these and other regulations governing the use of the information systems will be processes according to the regulations titled "Consequences for violating information system regulations".

2. Principles of use

General principles that direct all use and interpretation of use regulations include:

- The use of the systems requires valid user rights.
- All authorized users are entitled to a reasonable and appropriate use of the network and its services.
- It is not permissible to cause any harm to other users or organizations in the information network
- The right to privacy has to be respected.
- The user rights issued by the institution are personal.
- The user is responsible for all use that takes place with his/her user name and password.

The information systems at TUAS are intended to be used in tasks that are related to studying, teaching, research, and administration at the institution. Other use requires a written permit.

Private use is allowed to a limited extent when it does not hamper other use of the system and does not contradict the use regulations issued about the system's general use. **Private material has to be clearly separated from work-related material in order to guarantee the right to privacy.**

Commercial use not related to the commercial activities of the institution is allowed only by a written permit specifying other commercial use.

Use towards political activities (for example election campaigns) **is prohibited**. An exception is made for activities related to political student societies and their associations, and union activities or such of the Board of Governors of TUAS or its personnel.

All users are responsible for ensuring common information safety. Therefore, it is important to remember that even when a specific user has no safety concerns, his/her use practices may affect other users' safety concerns. **Thus all users are responsible, in their own part, for the safety of the information system.** If you notice or suspect deficiencies, misuses, or violations of information safety, you have to report them to the information safety officer in your TUAS unit or directly to the information safety officer of the institution to sec@turkuamk.fi.

The institution attempts to protect all users from harmful programs, junk mail, and attempts to hack into the systems or individual work stations. The users are responsible to participate in this activity according to the regulations.

The user is responsible for protecting his/her files and making back-up copies of them. The institution makes back-ups of files in the centralised information system but is not responsible for the possible damage caused by the files being damaged or destroyed.

The users are subject to confidentiality concerning the information content, use practices, safety, and qualities of the systems when the use purpose, regulations, or laws concerning their use so require.

Connecting any equipment to the network of TUAS requires a permit. This requirement is specific to users' own equipment such as laptops.

3. User rights and identifications

A user is granted user rights to named information systems based on application, unless misuse of the system by the applicant or some other reason prevents the granting of these rights. User rights are based on the user's position and tasks at the institution (e.g. personnel, students, other) and for a specific reason, user rights can be granted to a person external to TUAS.

A precondition for activating the user rights is the user's agreement to abide by these regulations and other regulations and instructions issued about the use. The user has to familiarize him/herself with the use regulations and instructions for the system.

The user rights cannot be forwarded to a third party. If a user suspects that a password or some other identifier has become accessible or known to another person, the user has to immediately either change the password or prevent its use.

4. Expiration of user rights

User rights end when the conditions for its validity end as follows:

- When the user is no longer part of the TUAS community,

- when temporary user rights expire, or
- when the user's position or tasks at TUAS change so that the need for the use of the specific information system is no longer justified.

Before the user rights expire, the user has to ensure the transfer or deletion of information under his/her user identification. The user name, files, and mailbox are deleted thirty days after the user rights have expired.

User rights can be nullified and the user ids, files, and mail folders can be deleted if the user has not used the system for six months.

5. Maintenance of information systems

Each information system at TUAS has to have a named person in charge (owner), who is responsible for the purpose, functioning, content, and use of the system. The owner of the information system creates use instructions and ensures that the service and use of the systems function according to these instructions.

IT-services is responsible for the maintenance of information systems that are in shared use at TUAS. At TUAS, managers of administrative 'units' or individuals named by the manager are responsible for administration information systems. A record has to be kept of the individuals responsible for the systems and their maintenance.

The term '**unit at TUAS**' refers to a campus, educational unit, research and development services, or other operational sphere of responsibilities.

A document titled "Information systems maintenance regulations" defines in more detail the rights and responsibilities regarding managing the functions and use of information systems and ensuring their security.

5.1. Log books

Log books about the use and functions of information systems are created for the following purposes:

- to implement and develop services and to ensure their information safety,
- to ensure information safety of the information within the systems,
- to detect and redress problems and technical failures,
- to detect, prevent, and clarify misuse, and to prepare misuse incidents for preliminary investigation.

Separate regulations about log book management determine their handling and use in more detail.

6. Misuse and its consequences

Misuse of information technology is defined as violation of the regulations about the use of information systems and as the use of information systems against the best practices or laws of Finland. If a misuse violates a law, it may be forwarded to the police to investigate.

Turku University of Applied Sciences has the right to temporarily and, without further notice, restrict all use of services that significantly load the network or information systems at TUAS, or according to law, best practices, this agreement, or regulations regarding the use of services can damage the operations of TUAS as a service provider.

The user rights regarding information systems can be withdrawn temporarily or permanently as a result of actions that do not follow regulations.

Individuals responsible for maintenance monitor and, when necessary, interpret the adherence by users to these and other regulations, instructions, and rules according to instructions outlined in documents titled "Consequences for violating information system regulations" and "Instructions for sanctions".