

## GENERAL RULES FOR THE USE OF INFORMATION SYSTEMS

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In these rules **information system** or **system** refers to

- a single data processing device or system, or a collection of such,
- University computer network,
- software and services running in the above-mentioned, and
- the information content within the above-mentioned.

### 1. Purpose of the rules

A university is a scientific and a research community as well as an institute of education and a public authority. It must ensure the confidentiality, integrity and usability of the data of all its different user groups, and provide a reliable and secure environment for data processing. These and other rules are written to help the different user groups to know the rights, responsibilities and obligations that are tied to the user rights. Even unintentional negligence of responsibilities linked to the user rights can endanger the integrity, confidentiality and usability of data belonging to other users.

These rules are applied to all information systems governed by the University of Oulu (University) or otherwise falling under University jurisdiction and their usage, and, for users, to other services the possibility or rights to use have been pertained through the University. The rules apply also to the workstations intended for public use within the University, and all computers connected to the University network.

All IT users within the University shall follow, in addition to these rules, the other rules and advice for information systems given by the University, good manners and Finnish legislation. Usage against these rules or other rules concerning information system usage will be dealt with according to the *Policy of consequences for IT offences*.

A valid version of these rules can be found on IT Administration Services web pages.

### 2. Principles of Usage

The major principles governing all use of information systems and interpretation of the present rules are:

- All entitled to use the information systems have a possibility to reasonable and relevant use.

- Other users or organizations and information systems within the network may not be harmed or damaged.
- Right to privacy shall be respected.
- The user account provided by the University is personal.
- The user is liable for all use of his or her account.

The University information systems are meant as tools for tasks related to studying, research, teaching and administration within the University. Other use requires separate agreements.

Private use is allowed to a small extent as long as it does not interfere with other use of the system, does not imply technical changes at the University and does not conflict with the rules applied to the specific system, or regular usage rules. Private material shall be kept separate from work-related material to guarantee the protection of privacy.

Commercial use for other than University purposes is allowed only with a specific permission.

Use in political activities is prohibited, except advertising for University elections and use for activities of students' political and branch organizations as well as staff's labor unions and other organizations.

All users shall participate in taking care of general information security matters. Even if a single user has nothing special to secure, other users may have. All users share a personal responsibility for the overall security of the information system. Observed or suspected insufficient information security and misuse shall be reported to the Chief Information Security Officer.

The University strives to protect all users from malware, spam and attempted attacks towards systems and individual workstations. Users shall take their own part in this in accordance to given instructions.

Users are responsible for the protection of their own files, and ultimately of making back-ups. The University makes back-ups of centrally stored files, but will not be liable for damages caused by possible eradication of files.

Users have obligation to maintain secrecy concerning the informational contents of the systems, methods of use, security level and properties when required by the nature of use of information systems, the instructions of use or legislation.

Only computers approved and registered by the network administrator may be connected to the University network. Connection must be performed according to supplied instructions. Parts of the network reserved for public use or users' own computers are separately and perceptibly marked.

### **3. User Rights and User Accounts**

Users will be granted rights to use specified information systems. Rights are based on the user's position within the University, or they can be granted for a particular purpose to a person not affiliated with the University.

The precondition for activating user rights is that the user commits himself to these rules and other instructions, rules and regulations of use. The user must beforehand get acquainted with the instructions and rules of the system.

User rights may not be transferred. If there is a reason to suspect that a password or other identifier has come into another person's possession, the password shall be changed or the use of the identifier shall be prevented immediately. The password shall be changed at regular intervals and it must be difficult to guess or break.

#### **4. Validity of User Rights**

The user rights are terminated automatically,

- when the user is no longer affiliated with the University,
- when user rights granted for a fixed period have expired or
- when the user's position is changed in such a way that there no longer are grounds for user rights to the specific information system.

Before this, the user shall personally take care of the proper transfer or removal of the information pertaining to his or her user account. The user's files and mailbox shall be removed after the expiration of the user rights.

#### **5. Maintenance of Information Systems**

Each of the University's information systems has a named administrative owner, who is responsible for the purpose of the system, its functions, contents and usage. The owner of the information system compiles the usage instructions and sees to it that the services and usage of the information system are in accordance with these rules.

The IT Administration Services is in charge of the maintenance of the University's common information systems. Information systems in the possession of University's units are under the responsibility of the head of the unit and persons in charge for technical maintenance are elected by the head of the unit. Each unit has listed administrators and persons in charge.

Separate *Administrative rules of information systems* govern in more detail the maintenance of information systems, the responsibilities and rights of an administrator to control the operation and usage of an information system and to take care of information security.

Operation and usage of information systems are logged for the following purposes:

- for service production and development and for taking care of its information security
- for privacy protection of information contained in the systems
- to detect and repair possible problems and technical defects
- to detect, hinder, unravel and bring to preliminary investigation any misuse of the service.