



Network Usage Rules (JAMK)



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1 Purpose

The purpose of the Network Usage Rules is to reinforce the principles guiding the use of e-mail and the information network referred to in the Act on Co-operation within Undertakings (334/2007, Sections 4–19) and approved by the Board of Directors of Jyväskylä Polytechnic LTD. Together with the Network Administration Rules, the principles ensure the confidentiality and privacy of electronic communication and promote the security of electronic communications as well as the availability and balanced development of diverse electronic communication services.

2 Scope of application

These rules shall apply to all the computer systems and information networks under the control of different JAMK units as well as other systems to which access is obtained through JAMK's data administration or which the data administration is directly or indirectly managing and maintaining. However, the rules shall not apply to sections separated from the network that are being used for teaching and research purposes. For such sections, the network administrator or teacher shall ensure that the network is used in accordance with the applicable laws, decrees, regulations, and good data management practices.

3 Definitions

JAMK *information network* shall refer to the wired and wireless network maintained by JAMK's data administration for communication inside and between different campuses as well as for connecting to the public network.

The information network includes *services* and *data systems* which the JAMK data administration develops and maintains. *Access rights* are required for using the services and data systems.

4 General principles

JAMK University of Applied Sciences aims to provide everyone secure and uninterrupted access to the services of the information network. These general principles should be followed in order to ensure good conditions for working:



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- everyone with user credentials may use JAMK information systems, as appropriate;
- no disturbance may be caused to other users of the JAMK network;
- privacy and copyrights must be honoured.

5 Access right

There are different levels of access to JAMK information systems that can be assigned to JAMK personnel and faculty, the personnel and faculty of partnering educational institutions, the attending students of these institutions, and other partners. The access rights of personnel shall expire at the end of their employment contract. The access rights of students shall expire when they graduate, their right to study expires or they discontinue their studies. The access rights of partners shall expire as agreed. When a user's access right expires, he or she cannot log into JAMK's systems.

When a user's access right expires, the user is required to return any software he or she has been using for the duration of his or her studies or employment under the terms and conditions of the school software licences.

6 General terms and conditions

6.1 Rights

Users are entitled to use JAMK information systems for tasks related to their studies or employment.

6.2 Responsibilities and obligations

The use of credentials is subject to the following responsibilities and obligations:

- The username and password must be used with care. The username is personal, and no other person must be allowed to use it under any circumstances.
- Users must use their own name and username. As an exception to this rule, some courses may involve the use of course credentials that may only be used in connection with the teaching of the course. The teacher shall be responsible for the use of the necessary course credentials and for disabling the credentials after the course.



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- Each user shall be responsible for the use of his or her credentials in the JAMK information system or network, even if some other person is using the credentials.
- Each user shall be responsible for the content of his or her e-mail messages, websites, and other materials, which shall follow the law and good practices.
- Users shall do their part in ensuring the information security and storage of materials. All users share the responsibility of the overall security of the system. Any potential security issues should be reported to the administrators.
- Users shall ensure that their storage devices are free of viruses that could infect the information network.
- Users shall abide by the provided instructions and rules.
- The information networks shall be used in a way that causes no disturbance or damage to other JAMK information network users, organisations, or information systems.

6.3 Limitations

- JAMK information systems cannot be used without authorisation or for personal business, wage-earning, or political activity that is not related to JAMK's operation.
- It is forbidden to use or attempt to use the information systems without a valid personal username.
- It is forbidden to use or attempt to use a wrong username, exceed or attempt to exceed the assigned access rights, or access and use the files of other users without authorisation.
- Devices and software cannot be installed without approval by the administrators.
- It is forbidden to modify or attempt to modify devices or software without authorisation. If a modification is needed, it must be approved by an administrator.
- It is forbidden to copy software being used in JAMK unless the software is a public domain software program or the user has received an approval for the copying.
- JAMK software must be used in accordance with the terms and conditions of software licences. If the user intends to use the software for service business, he or she must determine whether commercial activity is allowed under the licence agreement.
- It is forbidden to use or attempt to use JAMK information systems for breaking into other systems.



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- It is forbidden to establish personal services in workstations.
- It is forbidden to circumvent or attempt to circumvent access restrictions or quotas.
- It is forbidden to send inappropriate bulk e-mails, chain letters or advertisements. Bulk e-mail pertaining to the maintenance of the information systems and JAMK bulletins are allowed. However, personnel should use the intranet as the primary communication channel instead of e-mail.
- E-mail can only be sent by using personal credentials.

7 Monitoring of compliance

Compliance with the JAMK Network Usage Rules is monitored by all employees of the academic community and others assigned to this duty. The responsibility for monitoring compliance with the rules lies with the JAMK staff in supervisory and managerial positions. A special monitoring responsibility for monitoring and assessing compliance with the rules lies with the JAMK data administration personnel responsible for information security and the Head of Data Administration, who reports to the Director of Administration.

7.1 Personal monitoring

Facility services janitors and the technical IT helpdesk experts carry out general monitoring of the premises during the general campus opening hours. The monitoring is carried out in co-operation with other staff, the security company and the authorities.

Outside the general opening hours, responsibility for guarding the premises lies with the security company as agreed in the client contract described in Section 8 of the Private Security Services Act (282/2002). The security company follows the rules on good security practice as established by the Board of Directors of the Suomen Vartioliikkeiden Liitto ry security trade association. The security company reports to Facility Services on its security operations.

7.2 Technical monitoring

Technical monitoring is carried out by using network management and monitoring software, security software, and analysis of the information system log files.



7.3 Registers

Personal information on the users of campuses is stored in several registers. Data subjects can receive a description of the file for their personal information that is stored in a register in accordance with Section 10 of the Personal Data Act (523/1999).

8 Infringing activity

8.1 Misuse of the information system and network

Misuse of the information systems and network shall refer to all intentional or negligent actions that:

- cause a disturbance or damage to the users of the system;
- cause a disturbance or damage to another information system or environment connected to the system;
- violates the presented rules;
- accesses system components or properties whose use has not been explicitly authorised for the user; or
- is forbidden by an administrator or owner of the system.

8.2 Laws and regulations applicable to misuse

The essential laws and regulations that guide the processing of misuse are the Polytechnics Act, the rules of procedure, and Degree Regulations). Misuse is primarily subject to JAMK's measures for investigating and limiting the incident as per the following process:

- Investigative and limiting measures by JAMK data administration. Access to the system can be revoked immediately as a result of actions that violate the Usage Rules, for a fixed term or until further notice.
- If the incident violates the law, it shall be reported to the police for further investigation. Misuse and their consequences shall be processed according to Chapter 38 of the Criminal Code, Copyright Act, and Personal Data Act.
- Misuse by employees shall be processed according to the Employment Contracts Act.
- Decisions on disciplinary measures can be appealed to the Administrative Court of Hämeenlinna within 30 days from receiving notice of the decision. Decisions on temporary suspension and revocation of access rights can be enforced regardless of whether they have been appealed.



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- The person responsible for the misuse may be subject to liability for damages. The person may be liable for material compensation for any misuse of resources as well as any expenses for investigating the incident.

8.3 Students

Violation of Usage Rules by a student may be:

- Presented as a disciplinary issue to the rector of JAMK University of Applied Sciences. The rector may issue a reprimand for the student and confirm the revocation of access rights. The issue will be presented to the rector by the Director of Administration.
- Presented as a disciplinary issue to the Board of Directors of Jyväskylä Polytechnic. The Board of Directors may decide on suspending the student for a fixed term. The student shall have the opportunity to be heard before a decision is issued in the matter.

9 Public display of the rules

The rules shall be displayed on the JAMK data administration's HelpDesk site and on the staff intranet. This rule document shall be stored in JAMK's document management system.

10 Validity of the rules

The revised Network Usage Rules shall be valid as of 10/2013 and remain valid until further notice.