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User rules for IT services in Brief

The rules are binding and mandatory for every user, including you.

The rules apply to all IT services, devices, applications, and networks of Kajaani University of Applied Sciences (KAMK).

Kajaani University of Applied Sciences (KAMK) grants the authorization to use IT services by providing a username or making the service available.

Each user is personally responsible for all usage that occurs with their user ID. IT services are intended for work tasks and studies.

When used with moderation, laws, and good manners, services may also be used for personal matters.

Everyone must respect privacy and ownership of information.

All commercial or promotional activities are prohibited. All unauthorized usage is prohibited.

Usage is monitored, and there are consequences for breaking the rules.

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User rules for IT services

The user rules for IT services bind and obligate all members of the Kajaani University of Applied Sciences (KAMK) community, IT service and information system users, and Kajaani University of Applied Sciences (KAMK) units.

The rules apply to all Kajaani University of Applied Sciences (KAMK) devices, IT services, and their usage. They also apply to services whose usage possibility or authorization has been obtained through Kajaani University of Applied Sciences (KAMK). Such services include, for example, Kajaani city group member organizations' services and CSC services such as HAKA, Funet, etc.

Authorization

Authorization is granted by providing a user ID or making the service available.

Persons who have been granted authorization to use Kajaani University of Applied Sciences' (KAMK) IT services are permitted to use them. Compliance with IT service usage rules is a prerequisite for authorization.

- IT service usage authorizations depend on the user's position and tasks (roles) at Kajaani University of Applied Sciences (KAMK).
- A person may have multiple roles simultaneously.

Authorizations are temporary

Authorization ends when

- a person no longer belongs to Kajaani University of Applied Sciences (KAMK)
- the temporarily granted usage authorization expires
- a person's role changes so that there is no longer a basis for IT service usage authorization, e.g., staff on leave of absence or students who have declared themselves absent

Authorization may be restricted if there is a justified suspicion of compromising information security or misuse.

The user must remove personal emails and files before the authorization to use IT services ends. Kajaani University of Applied Sciences (KAMK) will remove files and mailbox 90 days after the end of user ID usage or authorization. A user who is a member of staff must transfer messages and files related to their work to the person agreed with their supervisor. This also applies to a student who has been employed during their study right at Kajaani University of Applied Sciences (KAMK).

Everyone must uninstall licensed software for personal use as an employee or student benefit when their employment or study right ends.

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User ID

- The user is identified (authenticated) based on their user ID
- Each user must have a unique identifier for identification in IT services that require authentication.

A separate user authorization can be attached to the user ID upon request. A separate user authorization may compromise the confidentiality of information. Example: a separate user authorization granted for administrator privileges required by a special workstation software.

- Separate user authorizations may only be used for the purpose for which it was granted
- Each user with a separate user authorization is responsible for their own actions
- Separate user authorizations are granted by the IT manager upon request
- Separate user authorizations are requested by the teacher responsible for the study module to which the separate user authorization is related

Each user is personally responsible for their user ID

User ID must be protected with a strong password according to the password policy of Kajaani University of Applied Sciences (KAMK). If a password or other identifier is suspected to have been endangered, the password must be changed, or the use of the identifier must be stopped without delay.

- User ID must not be given to another person
- The user is responsible for all use of their user ID
- The user is financially and legally responsible for any harm or damage caused by the use of their user ID
- The use of another person's user ID is prohibited, even if requested by that person.

Users' rights and responsibilities

IT services are intended for work and study

Kajaani University of Applied Sciences' (KAMK) IT services are intended as a tool for tasks related to studying, teaching, research, or administration at Kajaani University of Applied Sciences (KAMK).

Private use is allowed to a limited extent

Allowed limited private use includes, for example, private email conversations and the use of online services. However, private use must not

- interfere with the system's other use, and
- be in conflict with the rules, guidelines, or Finnish legislation regarding use.

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Commercial activities or propaganda are not acceptable for private use

A signed, written exemption can be requested from the rector of Kajaani University of Applied Sciences (KAMK).

- Commercial use is only allowed on behalf of Kajaani University of Applied Sciences (KAMK).
- Use for election advertising or other political activities is only allowed in the Kajaani University of Applied Sciences (KAMK) university elections, student organization activities related to the student union or trade unions, etc.
- Use in all forms of propaganda is prohibited.
- Unnecessary use of resources is prohibited.

Laws must be obeyed

- Illegal or unethical material cannot be published, transmitted, or distributed.

Everyone has the right to privacy

Privacy does not extend to all material related to a person's work duties.

- Material held by a student is considered private.
- Staff must keep private material clearly separate from work-related material.
    - For example, in a directory named "private".
    - This rule also applies to students who work for Kajaani University of Applied Sciences (KAMK).

Everyone is responsible for information security

Any detected or suspected information security deficiencies and abuses must be reported immediately to the Director of IT Services or System manager. Email address: security@kamk.fi

- Personal passwords should never be disclosed to anyone.
- Everyone has a duty of confidentiality for information they have been informed as confidential.
- Obtaining, exploiting, capturing, and distributing information belonging to others is prohibited.

Kajaani University of Applied Sciences (KAMK) has the right to restrict or prevent the use of IT services as a protective measure.

Unauthorized service establishment is prohibited

Only Kajaani University of Applied Sciences (KAMK) approved devices may be connected to Kajaani University of Applied Sciences (KAMK) telecommunications network. Services may only be provided on Kajaani University of Applied Sciences (KAMK) network with Kajaani University of Applied Sciences (KAMK) permission.

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Bypassing security mechanisms is prohibited

No authorization may be used for illegal or unauthorized activities, such as searching for security vulnerabilities, unauthorized decryption, copying or altering telecommunications, or unauthorized access to information systems.

Parts or features of information systems that are not clearly intended for general use may not be used. These include maintenance tools or functions blocked by system settings.

Phishing and misleading users is prohibited

Do not deceive or obtain information unlawfully.

Other provisions

Coming into force

These user rules for IT services shall come into force on January 1, 2024 (after the content audit) and replace the previous corresponding rules. After this, new IT services must be implemented in accordance with these rules.

Change management

These user rules will be reviewed as necessary to ensure that they correspond to current services and legislation. The need for change will be decided by the Director of IT Services.

Information about changes will only be provided through regular communication channels, not personally.

Deviation from user rules

Permission to deviate from user rules can only be granted based on a written application and for a justified reason. Permission to deviate can be granted by the Director of IT Services of Kajaani University of Applied Sciences (KAMK). Permission may include conditions, restrictions, and additional responsibilities.

Supervision

The Director of IT Services, Kajaani University of Applied Sciences' (KAMK) information technology department, service and IT service owners, and supervisors are each responsible for supervising compliance with user rules. Violations will be disciplined according to the information technology violation monitoring practice.

Further information

Rules and instructions regarding IT services are available on Kajaani University of Applied Sciences' (KAMK) intranet.

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Key legislation

Several laws and regulations regulate information technology and the use of IT services. They also define possible consequences of misuse.

The key laws that apply to Universities of Applied Sciences, their employees, and students are:

- **Arkistolaki** (831/1994)
- **Hallintolaki** (434/2003)
- **EU:n tietosuoja-asetus** (2016/679)
- **Tietosuojalaki** (1050/2018)
- **Julkisuuslaki** (JulkL, 621/1999)
- **Laki yksityisyyden suojasta työelämässä** (TETSL, 759/2004, mm. 6. luku)
- **Rikoslaki** (38. luku Tieto-ja viestintärikoksista)
- **Suomen perustuslaki** (731/1999, 10–12§)
- **Laki sähköisen viestinnän palveluista** (917/2014)
- **Tekijänoikeuslaki** (404/1961)
- **Ammattikorkeakoululaki** (932/2014)
- **Vahingonkorvauslaki** (412/1974, luku 4; luku 5:5-6 §; luku 6)
- **Työsopimuslaki** (55/2001, luku 7:1-2 §; luku 8:1 §;)
- **Laki julkisen hallinnon tiedonhallinnasta** (906/2019)
- **Laki hallinnon yhteisistä sähköisen asioinnin tukipalveluista** (571/2016)
- **Laki digitaalisten palveluiden tarjoamisesta** (306/2019)

Kajaani University of
Applied Sciences Ltd (KAMK)

P.O. Box 52, Ketunpolku 1
87101 Kajaani, Finland

www.kamk.fi

Business ID: 25536004.
Home municipality: Kajaani