jamk

Guidelines for the use of the data network

Table of contents

26.8.2022

1   Purpose

The purpose of the guidelines for the use of data networks is to confirm the principles referred to in section 12(3) of the Act on Co-operation within Undertakings (1333/2021), the principles of the use of e-mail and information network approved by the Board of the JAMK University of Applied Sciences which together with the guidelines for administration of data networks safeguard the implementation of the protection of communications and privacy in the network while ensuring the availability and balanced development of diverse communications services.

2   Scope

These guidelines apply to all computer systems and communication networks administered by Jamk's different units and to such other systems and networks whose availability or right of use has been obtained through ICT Services of Jamk or which are either directly or indirectly managed and operated by the ICT services. An exception to this are areas isolated from the network, which are used in teaching and research. The administrator or the teacher of such a network is responsible for ensuring that laws, decrees and regulations as well as good information management are followed.

3   Definitions

Jamk's data network refers to the wireless and Ethernet networks maintained by Jamk's ICT services for use within and between the campuses and the provision of a connection to a public network.

The data network includes services and information systems that are developed and maintained by Jamk's ICT services. The use of services and information systems requires access rights.

4   General principles

The objective of JAMK University of Applied Sciences is to guarantee equal and secure access to information network services for everyone. In order to ensure good working conditions, the following general principles should be followed:

- all holders of a user ID have the opportunity to appropriately use Jamk's information systems
- it is prohibited to cause harm to other users of the Jamk network
- privacy and copyright must be respected

26.8.2022

5   Access right

Different levels of access rights to Jamk data systems are granted to JAMK personnel and teachers, personnel and teachers at cooperative institutions as well as the present students and other partners of these institutions. The access rights of the personnel end when the employment relationship ends. The access rights of students end when they graduate, their right to study ends, or they interrupt their studies. The access rights of cooperative partners end in accordance with the agreement made. The use of systems after studies/employment relationship ends is prohibited.

When the right of use ends, the user is also obligated to return any software that they have had access to during the studies or work in accordance with the terms and conditions of the licence.

6   General conditions

6.1   Rights

Users have the right to use Jamk data systems in the framework of studies or work.

6.2   Responsibilities and obligations

The user ID come with the following responsibilities and obligations:

- You must take good care of your user ID and password. The ID is personal and it is not allowed to hand it over to anyone else in any situation.
- The user must use their own name and user ID. An exception to this rule are course IDs that are used in teaching and which are only allowed to be used in connection with the course. The teacher is responsible for the course IDs they need in teaching and for deleting them after the course ends.
- Each user is responsible for what has been done on the Jamk data system or network with their user ID also when another person has used their user ID.
- Each user is personally responsible for the content, lawfulness and compliance with good practice of their email messages, website and other data sets.
- The user is responsible for information security and matters related to data retention for their own part. All users are responsible for the overall security of the system. If users notice potential security issues, administration must be notified of them.
- The user must ensure that their own data storage systems do not include viruses or infect the data network with them.
- The user must follow the provided instructions and guidelines.

26.8.2022

- Information networks must be used in a way that ensures that no harm or damage is caused to Jamk's data network users, organisations or information systems.

6.3 Restrictions

- Jamk's information systems are contract-free and it is prohibited to use them for business, earnings or political activity that is not connected to Jamk activities.
- It is forbidden to use the information systems without your own, valid user ID.
- Using or trying to use the wrong user ID, exceeding or trying to exceed the access rights of your user ID as well as the unauthorized viewing or use of other users' files is prohibited.
- Installation of hardware and software without permission is prohibited.
- Unauthorized modification or attempt to modify hardware or software is prohibited. If any changes need to be made, you must obtain permission from the administrator.
- In Jamk, the copying of software being used is prohibited unless the software in question is public or a copy permit has otherwise been issued separately.
- Jamk's software must be used in accordance with the licence terms of the software. If the software is intended to be used in service business, the operator must determine whether the licence terms allow commercial activities.
- Breaking into or attempting to access other systems in Jamk's information systems is prohibited.
- Setting up your own services in the workstations is prohibited.
- It is prohibited to bypass or try to bypass access rights or access quotas.
- Sending inappropriate mass emails, chain letters and advertisements by email is prohibited. Mass emails related to the administration of data systems and Jamk's communications are permitted. However, personnel should use the intranet as their main channel of communication rather than the email.
- Sending emails on other than your own user ID is prohibited.

26.8.2022

7 Supervision of guidelines

The implementation of the guidelines of Jamk's information networks is supervised by all employees of the higher education institutions and others appointed for this task. The implementation of the supervision of the guidelines is the responsibility of supervisory and managerial employees of the University of Applied Sciences. The Jamk Chief Information Security Officer and ICT Manager, who further reports to the Director of Administration, have a special responsibility for the supervision and evaluation of the implementation of the guidelines.

7.1 Personnel supervision

Janitors of facility services and Technical IT Support Specialists at ICT Services carry out general supervision of workstations during the general opening hours of the campuses. Supervision is carried out together with other personnel, security company and authorities.

Outside general opening hours, the security company is responsible for guarding the area as agreed in the commission agreement referred to in section 73 of the Private Security Services Act (21.8.2015/1085). The security company follows the guidelines on good security services approved by the Board of the Association of Finnish Security Companies (Suomen Vartioliikkeitten Liitto) in their activities. The security company reports to the facility services on the actions of security services.

7.2 Technical supervision

Technical supervision is implemented with various network management and monitoring software, security software and analyses of log files related to information systems.

7.3 Registers

Personal data related to users on campuses is stored on various registers. Data subjects can view the privacy policy of the register in accordance with the Data Protection Act 1050/2018.

8   Non-compliant activities

8.1   Misuse of the information system and the network

Misuse of the information system and the network refers to all intentional or negligent actions that:

- cause harm or damage to system users
- cause harm or damage to another information system or environment to which the system is connected
- violate the provided guidelines
- use such parts or properties of the system that the user has not been clearly authorised to use
- are prohibited by the system administrator or owner.

8.2   Laws and regulations on misuse

The key laws and regulations guiding most common misuses include the Universities of Applied Sciences Act, University Regulations and Degree Regulations. Jamk's own investigation and restriction measures are primarily applied to the licences in accordance with the following process:

- Jamk's ICT services' own investigation and restriction measures. As a result of actions that go against the guidelines, the access right to a system can be removed immediately either for a fixed period or for the time being.
- If the misuse is illegal, it is submitted to the police for investigation. Authorities process misuses and their consequences according to regulations provided for in Chapter 38 of the Criminal Code of Finland, Copyright Act and Data Protection Act.
- Misuses in employment relationships are processed in accordance with the Employment Act.
- You can appeal a decision on a disciplinary matter to the Administrative Court of Hämeenlinna within 30 days of the notification of the decision. A decision on temporary dismissal and removal of access rights can be implemented regardless of whether an appeal has been made.
- The person responsible for misuse may be liable for damages. The misused resources may be subject to charges on material damages and costs of the investigation work caused by the misuse.

26.8.2022

8.3 Students

A student's non-compliance with the guidelines may be:

- Forwarded to the Rector of JAMK University of Applied Sciences as a disciplinary matter. The Rector may issue a warning to the student and confirm the removal of the access right. The matter is presented to the Rector by the Director of Administration.
- Forwarded to the Board of JAMK University of Applied Sciences as a disciplinary matter. The Board of the university of applied sciences can decide on expelling the student for a fixed period. Before resolving the matter, the student must be reserved the chance to be heard.

9 Entry into force and publication

These guidelines for network use will be in force until further notice from 15 September 2022. These guidelines override all previously created guidelines.

The guidelines are published on the JAMK HelpDesk website and on the ELMO intranet.