

Information and communications technology (ICT) services' user regulations

1. Personal user ID and password

Each Vantaa schoolchild and student (later referred to as "learner") will get a personal user ID and password with which they can use the school's or educational institution's devices, data connections, and software. In addition, the identifiers will give the learners access to online learning environments (e.g., G-Suite or O356), to a student management system's web interface (e.g., Wilma), as well as to an email service. All the learners will be automatically given identifiers to the learning environment.

You may not disclose your user ID and password to anybody else. For security reasons, change your password immediately upon receiving it and later, when required, which ensures that the devices will not be misused and that your identifier will not become available to outside parties. If you have forgotten your password, contact your teacher. Always lock the computer when you move away from it. You must log off devices in joint use when you finish working. When you terminate your studies in Vantaa, your personal ID will be removed and the material you have created in e-Services will be deleted.

2. Use of IT devices and internet connections

Learners must handle the school's and educational institution's devices with care. They shall notify the teacher or principal of any defects, technical problems, or malfunctions noticed in the devices and network connections. Vantaa's online learning environments and devices are only meant for studying and instruction.

Learners must gain the teacher's permission if they want to use external storage devices (e.g., USB flash drive) in the school's or educational institution's devices.

The following is forbidden when using the City of Vantaa's devices or network:

- copying text, sound, image, or video without the author's (owner) permission
- using material produced by others (e.g., image, text, sound) without the owner's permission
- looking for or spreading
 - o offensive or inappropriate material
 - o harmful software or junk mail
- sending email messages or otherwise acting under somebody else's name online

Learners may not register with other services by using the identifier or email address granted by the school or educational institution unless separately agreed with the teacher. Email users are responsible for messages sent from their email address. Learners shall be especially careful as regards email links and attachment files; they may not open them, if the message appears suspicious, or if the sender is not known.

3. Sanctions

The user regulations aim to ensure the security of the education network for all the learners. Inappropriate use of the education network (for example, cyberbullying) will be addressed in accordance with the school's or educational institution's rules.

Learners who fail to follow the terms of use may have their access rights restricted. In severe cases, the matter can also be submitted to the authorities for inspection.

If a device or software becomes lost or damaged, the person causing the damage may be held responsible for the damage done in accordance with the stipulations of the Tort Liability Act. According to the Tort Liability Act, also a manor is liable to pay damages. A minor is, however, responsible for compensating the sum that is reasonable taking into consideration, for example, their age and developmental level. In addition, a guardian may be held liable for damages due to neglecting supervision of using the device in question.

4. Accepting the terms of use

In order to gain a personal user ID and password, a learner must accept these terms of use. If the learner does not accept the terms of use, a personal user ID and using the device outside the study place cannot be granted to them. In this case, instruction for the learner will be arranged in another way.

Upper secondary education (signed by the guardian of an under-18-year-old; an adult student signs for themselves)

- I have read the terms of use and I am committed to adhering to them.
- A portable compulsory education device has been handed over to the student.
- The student uses their own device.

Educational institution

Date and venue

Student's name

Guardian's/student's signature
