

END USER LICENSE AGREEMENT (effective from 17 December 2013)

These terms and conditions shall be applied to online products and services (hereinafter "Services"), which Aalto University Foundation (hereinafter "Aalto University") has licensed for its employee, student, alumni and other individually defined persons. The use of these Services is subject to acceptance of these terms and conditions.

By accepting these terms and conditions and while using these Services you undertake not to:

- share or use material, in which you do not have adequate rights (for example copyrighted materials or materials, where the use is conditional upon the acceptance/license of a third party, or confidential information),
- transmit or distribute unsolicited bulk commercial email (e.g. junk mail),
- transmit or distribute emails with fraudulent purposes,
- cause direct or indirect damages to other Services users or to the respective data systems,
- act in illicit, illegal, aggressive, defamatory or insulting way,
- intentionally distribute malware, corrupted files, hoaxes or other destructive material,
- try to hinder the use of Services or related equipment, through which the Services are provided,
- save to Services any other Aalto University material than the information defined in the "Rules on the Handling" guideline [Inside.aalto.fi](https://inside.aalto.fi/display/arkistojakirjaamopalvelut/Ohjeistus++julkisuus+ja+tietojen+luokittelu),
- use any means to disable or circumvent Services information security nor to edit the Services filters,
- edit the information, which is connected to other Services users,
- copy or edit the Services software code in order to find limitations or weaknesses.

The user shall bear the financial and legal responsibility for the damages, which have been inflicted for example by negligent or intentional use of personal user account (in addition refer to [Aalto University guidelines](https://inside.aalto.fi/display/ITServices/IT+Policies+and+Guidelines)). The user shall be responsible to use the Services in accordance with the terms and conditions of the Services and the guidelines provided by Aalto University.

Aalto University shall have the right to monitor the use of Services. Aalto University shall follow the Act on the Protection of Privacy in Working Life (759/2004) and Personal Data Act (523/1999).

In case of user abuse Aalto University shall have the right to cease or stop the user's use of Services

Aalto University shall not be responsible for the material created by the user nor other activities related to the use of Services. Every group account user shall be responsible to use the group account under the same terms as the personal account. If the Services include material, which is saved by the user, and in which Aalto University has the right, Aalto University can produce a material duplicate or to restore the material, which is deleted by the user. Aalto University shall not be responsible for the Services interruptions, dysfunctions or other damage, which may occur from the use of Services.

Aalto University shall have the right to intervene in abuse cases that it has become aware of, which have been caused by the Services user or the group account user. The Services user shall be liable to assist Aalto University to assess the information related to the respective user account.

Aalto University offers the Services using third-party technical environments and Services features. Aalto University shall not be responsible for Services related to third party obligations (for example Services interruptions).

The user shall be responsible for backups. Furthermore, the user must take into account archiving and information retention policies related to the material.

For information security reasons Aalto University recommends that you log off from the Services and protect your device with a password after you have completed your session.

When the license to use the Services terminates (e.g. your employment or studies in Aalto University ends), you must:

- transfer the work related messages and files to a person who has been selected by you and your supervisor. This provision shall be applicable to a student who has been working e.g. as a part of a research group,
- to assist Aalto University with the material transfer in requisite amount

Additional terms and conditions related to real time Services

- while using the Services the users can save the contents with e.g. screenshots,
- the Services shall save information related to the participants who conduct information exchange (in a manner, which is attributable to the use of email services),
- the Services transfer activity data to other users of the Services and saves information related to the participants,
- the data saved into the cloud environment shall not be used to monitor the Services user,
- the information saved while using the Services shall be deleted from the cloud environment in a manner and schedule stipulated by the Services provider.

Real time Services include e.g. instant messaging services.