Guidelines for the use of ICT services for students at Fjellhaug International University College (FIUC)

Purpose

The purpose of the guidelines at FIUC is to make students aware of security when using ICT services at FIUC. This is to ensure safe handling of data for our employees, students and others who use our systems.

To whom does it apply?

The guidelines apply to all students at FIUC if they process data, equipment or systems owned by or on behalf of FIUC. This includes, but is not limited to, systems such as The Microsoft environment, LMS, video service, examination system and study administrative system used by FIUC.

Overall use

All systems, equipment and data owned by FIUC must be used exclusively in a study context and only for the purpose for which it is intended. Nevertheless, if it does not exceed capacity or in other ways violates the guidelines, you can use Microsoft365 for private use.

The individual student must not, through FIUC's network, acquire or attempt to acquire information that he/she is not supposed to have access to, even if they technically have access to it. It is not allowed to provide access to others, for example by lending out your usernames or passwords. If you suspect that you yourself have more access than you think you should, this must be reported to the student administration.

Users

During your time as a student at FIUC you will gain access to several users needed to do your daily work. Most relevant are Feide and Microsoft 365. Users are strictly personal, and passwords must not be shared with anyone else. This also includes the ICT manager and others who will help in problem solving regarding your user. If there is a situation regarding problem solving where it is found that the password must be sent to the system administrator or suppliers, this must be done according to the following criteria:

- A temporary password must be created.
- Email is prohibited for sending passwords. It must be sent by SMS or delivered in person at the office. In both cases the text must be deleted/destroyed immediately after it has served its purpose.

When the student is told to change the password, he/she must choose a password that others cannot easily hack (do not use name, date of birth or car brand/number). If it is suspected that outsiders have become aware of the password, the password must be changed immediately.

Network

We strive for the network to be as open as possible. To achieve this, the individual needs to be aware of the use of the internet. The following is therefore defined as unacceptable use of the network:

- Log in, or try to log in, to another user account. In addition to this, it is not permitted to inform others about your own username and password.

- Seeking unauthorized access to online resources. This means using the web to hack into other people's resources, either internally on the web or with others.
- Waste of resources (people, communication capacity). This could be, for example, sending out spam e-mails or downloading large files.
- Destroy content or structure of stored information.
- Violating others' right to privacy.
- Insult, abuse or spread libelous information about others.
- Use the network to send, retrieve and/or store defamatory, pornographic, privacy-infringing, racist, discriminatory, or illegal data, and/or to facilitate this, including any other criminal activity.
- Send anonymous email.
- Ordering goods or services of any kind where the school receives in invoice or bill if this has not been authorized by someone with financial authority, i.e., the principal or university director.

PC

FIUC has some PCs in the library that are available for students to use. In addition, we have laptops that are available to the students during the exam. All rules that apply to the use of the internet also apply to the PCs where this is relevant.

Storage of data

Through Microsoft365, all students have access to data storage in OneDrive and SharePoint if they are students at FIUC. There are programs that can be used for both storing and sharing files and can therefore be useful when working on several devices or when collaborating. Upon completion or termination, access to the user will be lost and it will eventually be deleted. It is therefore important that you transfer all data you want to take with you after your studies and before you end your study relationship with FIUC.

Email

Students are allowed to use their private e-mail in communication with the university. This means that they can set the private email to be the one they receive e-mails to from FIUC. Students may set up forwarding from their student mail to their private e-mail should that be desired.

Your student email account must initially only be used in a student context, and private use must be kept to a minimum. The e-mail account must not, for example, be used to subscribe to personal newsletters, store receipts or bank statements, or as login information in online shops or websites or other social media. The e-mail system must not be used to spread material that violates the Personal Data Act, is discriminatory, pornographic, or otherwise offensive.

Never click on a link that does not explain what it does, even if someone you trust is sending it. Additionally, check the URL by hovering over the link and check if it is what it claims to be. If it is not, do not click on the link, even if it is forming a safe sender.

In addition, pay extra attention where you are asked to enter a username and password to access material that is linked to, especially if it is an unknown page or there is a login that appears strange. This is because this could be an attempt at phishing, which is an attempt to acquire usernames and passwords by getting users to enter login information.

Systems

The student undertakes to follow the laws and regulations that apply to the use of systems.

Canvas

Canvas is the learning management system used at FIUC. Here, students will have access to their registered subjects and the opportunity to submit work requirements. This means that all relevant noteworthy information for the subjects must be advertised in the subject space. The exception here is exam information that is announced by the study administration in StudentWeb and framework information about the subjects that must be open on the websites. Students are expected to check Canvas every day.

When the semester is completed, the course is closed in Canvas. If there is a need in connection with a new and postponed exam, contact ikt@fjellhaug.no for temporary access.

StudentWeb

StudentWeb is the system where the student registers for the semester and receives all formal, person specific information about the subjects. This includes the time and place of attendance, as well as the candidate number for the exam. In addition, you will be able to find and change the contact and personal information used in the study context.

Teams

Teams is the system used for meetings and synchronous video teaching at FIH. Teams is part of the Microsoft 365 package and therefore uses the same login.

Teaching in teams is set up in Canvas by the lecturer, in accordance with the programme description. On-campus classes are not shared via Teams.

After your degree

After termination or completion of the study, the student will lose access to their users at FIUC. It is therefore important that the student takes care to upload the files they want to take with them before termination. This also includes the Microsoft user.