UNIVERSITEIT TWENTE.

To the users of the institutional systems within the domain Student and Education

CENTRE FOR EDUCATIONAL SUPPORT

1 INTRODUCTION

The CES department Information Management (CES-IM) is responsible for the management and maintenance of the institutional systems in the domain Student and Education, including the information provision from these systems:

- It concerns the following setting systems: Blackboard (archive), Canvas, ConTest, ePortfolio, Evasys, Mobility Online, My Timetable, OSIRIS, Remindo, Resource Booker, Shakespeak, SimCheck, SMS (archive), Studielink, Study Check, Syllabus +, Study Check and Resource Booker.
- In addition, it concerns the associated universes of the systems, which can be accessed via Business Objects/BI starting point: Osman, Syllabus Plus, Mobility Online and SMS.
- Finally, it concerns creating or viewing the associated reports from the institutional systems and the aforementioned universes.

As an employee of the UT, one is expected to handle the authorizations assigned to him or her based on their business role with due care. As well as the information to which the user has access with the granted authorization. It is the responsibility of every user to adhere to this code of conduct.

In the available universes, there is no authorization at the level of business role, education and/or faculty. Any user with universe rights can view the data for all students and courses. This is a conscious choice to enable looking beyond the educational boundaries, partly because of this, the use of Business Objects, as well as the Student and Educational reports, are subject to this code of conduct.

2 RULES OF CONDUCT

To use the institutional systems and their universes, the user requires an account with access or transaction rights for the system in question and/or an account for Business Objects/BI launch pad and its universe.

Personal accounts
1. Only the person, to whom a username and password are provided, is entitled to use the institutional systems and universes.
2. The username and password are strictly personal and may not be shared with others.
3. If the user is no longer employed by the UT, or gets another function for which the use of the system is not relevant, CES-IM must be notified that the account for the system and Business Object/BI starting point can be revoked.

Use of data (in reports and systems)
1. The reports made with one of the above institutional systems or with a linked universe are for internal use within a study program/faculty.
2. If the data of other study programs/faculties can be consulted, it is not permitted to distribute data from other study programs / faculties.
3. It is not allowed to use data for commercial purposes
4. It is not allowed to distribute data to third parties.
5. It is not allowed to publish combinations of student number and student name.

If a user does not adhere to the rules of conduct, the account for the system and/or Business Objects/BI launch pad will be revoked.