

Aalto Wiki Service Usage Policy

1. General

The wiki service usage policy of Aalto University complies with the regulations regarding Aalto University information systems and web services in general. For details, see [the general policy on the use of information systems at Aalto University](#).

The wiki service privacy policy can be found on [Privacy Policy of Wiki.aalto.fi](#).

Users of Haka identity federation services are also bound by the rules of their home organisations.

It shall particularly be noted that the wiki service is primarily a tool for studies, research, teaching or administration. Private use is allowed only to a small extent.

Using the wiki service for **commercial or political purposes or for activities that are against the law or good practice is prohibited**. Comment spam and adding misleading information into the Aalto Wiki is prohibited, user accounts creating comment spam repeatedly can be removed.

The following table explains some of the key concepts of the wiki service.

The term in English, as used e.g. in the interface.	Description
Space	See wiki space
Space Admin	Person in charge of administering one or more wiki spaces
Anonymous User	User not logged in the wiki service
Confluence-Users	Logged in user of the wiki service who has a personal user account
aalto_users	Logged in user who has a user account issued by Aalto University
aalto_staff	Logged in user who belongs to Aalto personnel
aalto_student	Logged in user who is enrolled as a present student at Aalto
Space	Entity of one or more wiki pages with its own settings and administrator
Personal space	Wiki Space set up by an identified user
Wiki Service	Entity made up of a software, server, support and training that enables wiki usage

2. Wiki Identity: User Accounts and Authentication

All except anonymous users need to authenticate in order to be able to use the wiki service.

Employees and students of Aalto university shall use a user account issued by the Aalto IT and have the associated user rights and responsibilities. Identification is done using the Aalto Shibboleth service.

Users whose home organisations are members of [HAKA identity federation](#) are recommended to use the HAKA identity providers for authentication. Haka users are bound by the possible terms of use of their home organizations.

The only exception to this are visitors, who can register themselves as users of the wiki service. The rights of the visitors are, however, limited: they do not have permission to create wiki spaces or administer them. Visitors can define their passwords themselves, and they are recommended to choose their e-mail address as their username.

3. Rights and Responsibilities

All users are responsible for their actions and shall act in compliance with the terms of their home organisation as well as with the usage policy of Aalto Wiki. All users also have the responsibility to report any observed or suspected lack of information security or misuse thereof to the [wiki administrators](#). The rights specific to different user groups are explained in detail below.

3.1 Anonymous Users

Rights: The rights of anonymous users to read and comment on pages are defined separately for each space (by the space administrators). Anonymous users shall be granted only the permission to read and comment on pages. Comments can be moderated and comment spam is not tolerated.

3.2 Visitors

Rights: Those logged in as visitors may be granted space-specific permissions to read, edit and comment on pages. Visitors are not granted permission to create personal spaces or administer spaces. Comments can be moderated and comment spam is not tolerated.

3.3 Logged in Users with Accounts Issued by Aalto University

Rights: Users who have an account issued by Aalto University may be granted space-specific permissions to read, edit and comment on pages. Aalto users are also granted permission to create personal spaces and administer them. In addition, Aalto employees are granted the permission to create collaborative wiki spaces.

3.4 Members of HAKA Identity Federation

Rights: Users who have a user account issued by Haka identity federation may be granted space-specific permissions to read, edit and comment on pages. They are not granted permission, if not separately requested from the [site administrator](#), to create personal spaces or administer spaces.

3.5 Space Administrators

Rights: The space administrator administers the space and assigns other users permissions to use it.

Responsibilities: The space administrator is ultimately responsible for everything that happens in the space, including actions of others. In consequence, the administrator shall note the following rules:

- Anonymous users shall be granted only the permission to read and comment on pages.
- Transferring administrative rights to other users is not recommended.
- Administrators shall regularly monitor the use of their spaces.
- Administrators shall, when needed, restrict other users' permissions.
- In case of serious problems, space administrators shall contact the site administrator immediately.

4. Wiki Spaces

All Aalto users are assigned permission to create personal spaces. In addition, Aalto employees are assigned permission to create collaborative spaces. The wiki space creator is automatically its administrator. Transferring the administrative rights to other users or setting up personal spaces for others is not recommended.

Wiki spaces may be used for the purposes of studying, research, teaching and administration in compliance with Aalto rules and [general policy on the use of information systems](#). Private use is allowed only to a small extent. The space administrators are responsible for their spaces.

Wiki spaces **shall not** be used for the distribution or storage of unlawful material.

Using Wiki for commercial or political purposes or for activities that are against the law or good practice is prohibited.

Making backup copies of the information in wiki spaces as well as archiving it, if needed, is the responsibility of space administrators, who may also remove their spaces. As the removal is irreversible, it is advisable to archive the space for possible future use and notify other space users of the removal well in advance.

Wiki spaces are not meant for the editing, storage or transmission of classified information. For additional information about information security and classifications, please contact the [Aalto IT Security](#).

5. Support

At the moment there is no user support specifically for wiki. Questions about the service may be addressed to service@aalto.fi

6. Administering

The wiki service, administered by the Aalto University IT, is bound not only by the general policy on the use of information systems but by separate [regulations on information system administration](#) (available only in Finnish).

Wiki users shall particularly note that:

- Administrators' main task is to ensure the usability and availability of the service.
- Administrators cannot guarantee the availability of continuous service without disruptions, but users will be notified beforehand of all scheduled service interruptions.
- During the maintenance window of the IT, on Mondays from 5 p.m. onward, the service may be temporarily interrupted without prior notice.
- Administrators are not responsible for the storage, reliability or integrity of the information on the site.
- Administrators will intervene only when problems are observed or reported.
- Possible problems shall, when possible, be dealt with by contacting the space administrator. Any policy violations are dealt with in accordance with the provisions of the current policy on information security.

The server administrators make backup copies of the wiki server on a regular basis. However, the copies cannot be used to restore information stored on individual wiki spaces; any restoration of data shall only be done to repair serious damages in the entire system.

The site administrator may intervene at any time without consulting the space administrator, if the material submitted to the space is observed to be against the law or University policy, good practice, to infringe copyrights or harm the wiki service. Site administrators also have the right to restrict the rights of individual users and spaces and cancel individual users' rights to use the service should aforementioned problems be observed.

7. Copyrights

Each user is responsible for obtaining permission from the copyright holder before submitting material to the site. The space administrator shall supervise users and intervene immediately with any observed or suspected copyrights infringements. In unclear cases the space administrator shall remove materials of unknown copyright status until the copyright holder's stance on publishing the material on the wiki site has been clarified.

The space administrator is not, however, responsible for supervising how space users use each others' materials. Service users must agree, together with the administrator, upon the rights to use the material they have submitted.

The space administrator is responsible for agreeing upon the copyrights issues related to the material submitted to the space with the content contributors. Similarly content contributors should, together with the space administrator, ensure the protection of their rights.