



INSTRUCTIONS FOR HANDLING USER AGREEMENTS Updated 08/2012

The Education Department has revised the operating instructions dictating the use of the City of Vantaa education network. Pupils and students are committed to follow these rules upon receiving their user IDs. The same user agreements are applied to comprehensive schools, high schools, and Vantaa Vocational College Varia.

User agreements can be viewed on EduVantaa website (www.edu.vantaa.fi). In the future they can also be found in Avain.

The revised user agreements are **implemented gradually**. Pupils and students who have signed the old version do not sign the new user agreement, whereas pupils and students beginning their studies this or the next school year will sign the revised user agreement.

Schools and educational institutions **shall ensure that all pupils and students have signed the user agreement** before they are given user IDs and access to the school's computers. In case of minors, guardians' signatures are also required.

User agreements are **school-specific**, and they are valid as long as the pupil or student remains in the school or educational institution in question. If a student changes school, he/she shall sign a new user agreement. This is also the case when a student transfers, for example, from primary school to another secondary school or from secondary school to high school. This decision was made since signed user agreements are not physically transferred from one school to another. Furthermore, pupils and students internalize the operating instructions better when the matter is handled with them at certain intervals.

Signed user agreements are **filed** at the offices of schools and educational institutions, or in a corresponding reliable place. The actual operating instructions are given to the pupil or student. The agreements shall be kept for as long as the pupil or student is registered at the school or educational institution in question. After finishing school, the agreements can be destroyed **at the beginning of the following calendar year**.

The different subjects of the education network operating instructions should be **discussed with the pupils and students**. The schools can decide how to handle these issues. The recommendation is that the operating instructions be also discussed with the guardians, for instance, at PTA meetings or other corresponding events.

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