

Provisions for the Use of E-Studies System

Version 1

Issued in accordance with
Law on Higher Education Institutions, Article 17. ¹, Paragraph 3

1. The provisions for the use of E-studies system (hereinafter - Provisions) define the users of the information systems at Rīga Stradiņš University (hereinafter - University or RSU) (for example, *TurnitIn*, *Slido*, *Panopto*; hereinafter - the System), the granting of access, the procedures for use and the liability of users.
2. The System is based on the *Moodle* platform that is functioning in a similar way to a virtual class.
3. The system user is a natural person (hereinafter - the System User) who gets access to the functions of the System by using the username and password received in accordance with specified procedures.
4. The System Users shall introduce themselves with the Provisions, as well as other provisions for the use of information systems and information technology tools, and observe them before commencing work with the System. The University has the right to unilaterally amend the Provisions for the use of the System, but the System Users shall become acquainted with them.
5. The username/ID of the System User shall consist of six digits (the username consists of the numbers following the dash in the ID number).
6. To use RSU e-services, the System User creates a password by opening my.rsu.lv or the link – “password change”. Information is available on: [start using MyRSU/start using MyRSU - RSU IT User knowledge base - Confluence](#).
7. The System User must comply with the following provisions:
 - 7.1. the System allows to use only your own user name and password;
 - 7.2. the System Users shall not transfer their data (username, password) to third parties. The System Users shall be responsible for actions taken while using their user name. The Users shall be prohibited from disclosing their password and other confidential information related to the use of the System;
 - 7.3. the System User shall use the received information only for the execution of the goals determined by RSU. The User shall be prohibited from using the acquired information in activities not directly related to the performance of the tasks assigned by RSU;
 - 7.4. while using the System, the System User undertakes not to use words and expressions that are obscene, defamatory or hate speech. This precondition refers both to the correspondence in the System and the communication in the System's comments;
 - 7.5. it is prohibited for the System User to interfere in any way with the normal operation of the System, including by software and technical tools to restrict or block access to

- the System, to alter the content of the System, to access information not intended for users, as well as the User shall not make any illegal copies of the data, the System or parts thereof;
- 7.6. the System User shall not modify, publish, transform, participate in the transfer or transmission of the information received in the System by reproducing it in general or parts thereof. Any processing activities performed with the data (collection, registration, entry, storage, sorting, modification, use, transfer, transmission and disclosure, blocking or deletion) may be performed only in accordance with the procedures specified by RSU.
 8. The University shall perform data processing of students, lecturers and teaching staff by using information technology (hereinafter - IT) tools to ensure the studies and education process. The System Users as the users of the above-mentioned IT tools shall be bound by the provisions for the use of the relevant IT tools that are applied in the study process and available on the E-Studies environment.
 9. The University is entitled to place in E-Studies a profile picture of the System User obtained from a certificate issued by the University to a student on the basis of the legitimate interests of the University. If the System User objects against the processing of such personal data, the System User is entitled to submit application regarding the replacement of a profile picture by using the Student Portal at any time.
 10. The responsible employee of the IT department shall block the rights of the System User in the following situations:
 - 10.1. if the information is received that the System User is violating the Provisions;
 - 10.2. at the direction of the head of the relevant department;
 - 10.3. where an IT security incident has occurred or IT security activities need to be carried out;
 - 10.4. if the term of the user account has expired.
 11. It is the duty of the System User to report immediately to RSU IT service (by calling +371 67061515 during working hours or by writing e-mail to it@rsu.lv or by registering an application on <https://help.rsu.lv>) in the following situations:
 - 11.1. if there is a suspicion that the user's password has been learned by any other person;
 - 11.2. when abnormalities are noticed in the operation of the information system.

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