Terms of use for the Courses environment

These terms of use describe the conditions for using the Courses e-learning environment and explain how the Institute of Computer Science of the University of Tartu (hereinafter the Institute of Computer Science) processes the personal data of its users and all other data subjects in connection with the use of the e-learning environment of the University of Tartu Institute of Computer Science Courses.

To use the Courses environment of the Computer Science Institute of the University of Tartu, you must agree to the following terms of use.

I. General

1.1. Courses is an e-learning environment of the Institute of Computer Science, located at https://courses.cs.ut.ee

1.2. Courses is managed by the Institute of Computer Science, which offers the possibility of using Courses for lecturers to create and conduct courses, and for degree and continuing education students to participate in courses.

1.3. Courses users (hereinafter referred to as the user) are natural persons with a University of Tartu user account (hereinafter referred to as the account).

1.4. The use of Courses mainly refers to the use of the opportunities in Courses to participate in educational activities at the Institute of Computer Science or to organize a study.

1.5. The Courses environment consists of a public view, where all interested parties can access without a user ID and where public information can be consulted, and an environment with controlled rights, where you have to log in to access.

1.6. Using the logged-in environment of Courses is possible only through a personal and user-identifiable account. User authentication is possible with the University of Tartu username and password.

1.7. When processing personal data, the data protection conditions of the University of Tartu are followed (https://ut.ee/et/sisu/andmekaitsestimudes).

1.8. The controller of personal data is the University of Tartu, registry code 74001073, address Ülikooli 18, 50090 Tartu, e-mail info@ut.ee

1.9. The proprietary copyrights of study materials belong to the University of Tartu. The use of educational materials is permitted for the purposes and conditions of free use of the work provided for in the copyright law.

1.10. When using educational materials, the user must refer to the author of the educational materials.

1.11. The use of study materials for other purposes is permitted only with the prior written consent of the University of Tartu.

II. Creating and deleting a Courses account

2.1. Courses services can be accessed through a University of Tartu user account, which is automatically created for all employees, students, externs, and guest students. Additional information about creating a user can be obtained from the university's computer support by email: computer support@ut.ee.

2.2. You can only log in to Courses with an active university user account.

2.3. The user of Courses does not need to provide additional data to use the learning environment. At the moment of logging into the Courses environment, the user's first and last name, e-mail address, university ID number, and matriculation number are transferred from the central database of the University of Tartu to Courses.

2.4. When logging in, information about the user (user's first and last name, e-mail address, ID number of the university's register, and matriculation number) is not saved in the database of the Courses environment, and the corresponding information is stored on the server in a temporary session.

2.5. The temporary session is deleted immediately after the user logs out of the Courses environment. If the user does not log out of the Courses environment, the corresponding session is automatically deleted within 7 days.

III. User's rights, obligations, and responsibility

3.1. When creating an account and using Courses, any activities that may harm the functioning of Courses or are contrary to legislation are prohibited. Upon detection of prohibited activities, the Institute of Computer Science has the right to restrict the user's access to the Courses environment.

3.2. Prohibited activities include, but are not limited to, overloading Courses with requests, adding unsafe/illegal content to the system, violating copyrights, attempting to access other users' accounts, or engaging in any other objectionable behavior or facilitating such conduct by the user.

3.3. The user must immediately notify the Institute of Computer Science of known or suspected security flaws and prohibited activities in the Courses.

3.4. The user is responsible for the content of the materials uploaded to the Courses environment.

3.5. Only students who have been added to the role of learner of the relevant subject in the Courses environment can submit solutions to the tasks. Students are added to Courses by the lecturer based on the list of those registered for the subject in the university's study information system.

3.6. In the Courses environment, the learner can only see their own learning results in the subjects to which they have been added as a learner. Learning results are visible up to 3 months after the end of the academic year.

3.7. The lecturer can protect the course content and course materials with a password or make them visible only to students registered for the course.

3.8. The lecturers have the opportunity to implement a system of pseudonyms for teaching, where a unique subject-based pseudonym is automatically generated for each learner, which is designed to ensure that the learner is not identifiable to others.

3.9. The lecturer is responsible for ensuring that each learner is only displayed their own study results. Study results can be stored in environments approved by the university, and the lecturer must ensure that neither third parties nor students can access the corresponding data.

3.10. The lecturer must delete the learning results and student activities from the Courses environment after the course has taken place, by three months after the end of the academic year.

3.11. The lecturer can send messages to the email box of the learners through Courses.

IV. Rights, obligations, and responsibilities of the university

4.1. The Courses service is offered 24 hours a day and seven days a week.

4.2. The Institute of Computer Science must ensure that users' roles and rights match and prevent unauthorized persons from accessing non-public Courses materials.

4.3. Courses is only used over a secure connection (HTTPS).

4.4. Courses is hosted on servers located in Estonia managed by the University of Tartu Center for Scientific Computing.

4.5. Up-to-date security updates are installed on the Courses servers and database software.

4.6. Courses is backed up weekly.

4.7. The Institute of Computer Science offers user support related to the use of Courses by e-mail ati.error@ut.ee.

4.8. The Institute of Computer Science is not responsible for failures in the functioning of the Courses caused by circumstances beyond the control of the Institute of Computer Science.

V. Protection of personal data

5.1. The Institute of Computer Science, as the responsible processor, processes personal data only to allow users to create accounts and organize studies per the university's data protection conditions.

5.2. For better and more efficient functioning of Courses, cookies stored in the web browser are used. To use Courses, you must enable the session cookie, which manages login and language settings while navigating Courses. When you log out of the Courses environment, the corresponding cookie is automatically deleted from the web browser and server.

5.3. Analytical cookies are used to improve analytics and user experience, which collect data about user sessions and activities. The Matomo Analytics software installed on the University of Tartu Research Computing Center servers is used to collect analytical data, and the corresponding data is not forwarded to third parties. Analytical data does not contain any user-identifiable information. Statistics on the use of the environment and subject participation are made every 1.5 years; therefore, analytical data is stored for 2 years.

5.4. Personal data is published in the Courses environment:

5.4.1. For students who only see personal data about themselves, such as first and last name, matriculation number, pseudonyms, and study results.

5.4.2. For lecturers who can see the first and last name, user ID, e-mail address, matriculation number, and pseudonyms related to the course of the students participating in their courses.

5.4.3. For administrators of the Courses environment, who can see the first and last name, user ID, e-mail address, matriculation number, and pseudonyms related to the courses.

5.4.4. To other persons to the least necessary extent if the requirement to publish data results from legislation.

5.5. The server log files of the Courses environment, which contain the user's IP, username, user's email address, user's unique identifier, user's web browser type and version, user's operating system, user's activities, and activity-related data, are stored for three years. The legal basis for collecting the respective data is legitimate interest. This information is necessary to monitor the operation of the Courses environment, to identify problems and security holes, and audit the environment.

5.6 The Institute of Computer Science may process all personal data contained in Courses to provide Courses user support.

VI. Changes and updates to the Terms of Use

The Institute of Computer Science reserves the right to change and update these terms of use if it is deemed necessary or if this need arises from legislation. Users are advised to read the terms of use from time to time in order to be aware of possible changes. Use of the Courses environment after the terms of use have been changed indicates that the respective user has read, understood, and agreed to the new version of the terms.

VII. Contact information

Questions can be answered by writing to ati.comp@ut.ee.

If the user registered for the subject is unable to submit solutions to the tasks, the lecturer of the relevant subject must be contacted.

Tartu University data protection specialist: andmekaitse@ut.ee

The terms of use are valid from 04.09.2023