



## Rules of Use of Otava's Nova

1. Welcome to Otava's Nova! These Rules of Use apply to Nova (oppilas.otava.fi) and its content. Please read the rules carefully. If you do not understand something, please go through it with an adult. The Rules of Use may change, and we will notify you separately when we make changes to them.
2. To log in to Nova, you can get a key code from your teacher, which you must keep secret. Do not give the key code to anyone other than your parents. If you lose your key code, please let your teacher know as soon as possible. They will give you a new key code.
3. Please only give correct and up-to-date information in Nova – it is your responsibility. Giving incorrect or false information is not allowed. Using the names and key codes of others is also not allowed.
4. You may use Nova and its content only for the school and only for your own studies. When you use Nova, you must not violate the law or the rights of others. For example, you are not allowed to upload images or texts to Nova that you have not created or for which you do not have permission. Your behaviour must also not offend or discriminate against others. If you do not know whether something violates the law or the rights of others, you can ask your teacher.
5. All content you create in Nova belongs to you. However, please note that the content you create in or upload to Nova, such as a text or drawing, may also be visible to others, for example your teacher and other pupils.
6. You are allowed to take a few copies of the content in Nova, such as texts and images, for your personal use. Other kinds of copying and publishing of the content is not allowed. The content in Nova, such as textbook text or assignments, may not be fed to artificial intelligence or similar services or shared elsewhere on the internet, such as social media.
7. Please do not view content intended for teachers. Its use is restricted to teachers only.
8. When you use Nova, we collect some information about you, such as your name. We process this information in accordance with laws and information security policies. We can collect information about how you use Nova and use it to improve the service, for example. When we use information this way, we make sure that you cannot be identified from it. More information on how we process your personal data can be found in our [Privacy Policy Statement](#) which you can go through with an adult.
9. We may moderate or delete content in Nova if we consider it necessary.
10. If you violate these rules, you may be held responsible for it. We can also prevent you from using Nova or delete your account altogether.