

# Ministry of Transportation

## Terms of Use – ArcGIS Online

### The Basics

#### Accounts

- Accounts should be used by MTO staff only
- Contact your administrator if access is required for an MTO partner



#### Data

- Do not share data or maps with the public
- Respect data sensitivity and licenses



#### Costs

- MTO pays a fee for each user account
- Data storage and processing operations consume credits (\$\$\$)



### The Details

#### 1. Internal Use Only

- Sharing with the public is not permitted under any circumstances
- These products are for internal use only
  - This includes all data, services, maps, and applications published
  - See note in **Membership** section below about limited access for partners in special circumstances
- Sharing content externally will result in it being removed by administrators

#### 2. Restrictions for Content Upload

- Sensitivity of data needs to be considered and properly protected
- 3rd Party data needs to be used in accordance with license agreements
  - Examples of datasets with 3rd party agreements are Assessment and Ownership parcels
- Storage of datasets is not to be duplicated
  - Before content is uploaded the member is responsible to check whether the content is already available
- All uploaded content must have completed metadata records using the built in metadata fields (external metadata not required)

#### 3. Content Management

- Data uploaded to ArcGIS Online uses credits. It is each member's responsibility to clean up and remove their own unused content on a regular basis
- If storage becomes an issue that impacts the experience for other members, the administrators will first notify all members to take clean up action. Administrators have the final authority to remove any data/services/maps/applications that are not viewed or consumed for an extended time period if no actions are taken by the member
- File organization is important. Always create project specific folders to store individual project contents
- Provide meaningful names to your data/services/maps/application when sharing your content (see best practice document for guidelines)

#### **4. Membership**

- Accounts are entitled to MTO staff only unless exception is granted
- Members are required to notify administrators to disable their account if account is not needed or status changed
- In special circumstances a limited number of accounts can be issued to non-MTO partners by the administrator

#### **5. Content and credits**

- Content uploaded to ArcGIS Online is stored in the ESRI Cloud
- Private and personal information must be removed before content upload
- Content upload is limited to:
  - Non or low sensitive data (as defined by the Information Security and Privacy Classification)
  - Non personal information (as defined by FIPPA)
- ArcGIS Online uses credits to complete actions such as storage, spatial analysis, etc.
- Credits must be consumed wisely and responsibly as a pool of credits is shared among all MTO members
  - Always run an estimate of credits before performing an action
  - Perform analysis on a small sample dataset if not familiar with functionalities
    - ArcGIS Online help to understand credits can be found here <http://doc.arcgis.com/en/arcgis-online/reference/credits.htm>
  - credits are controlled/allocated by the administrator and contact administrator for credit limit issues

#### **6. Resources**

- ESRI ArcGIS Online help <http://doc.arcgis.com/en/arcgis-online/>
- Best practice guidelines <https://intra.sse.gov.on.ca/mto/PHM/ho/HSB/GO/AGOL/Pages/default.aspx>

- Links to ArcGIS Online training resources

## **7. Account Suspension**

- Any member accounts/data/services/maps/applications will be disabled if the member does not adhere to the terms of use outlined in sections 1 to 5.

## **Agreement to the Terms of Use**

If you agree to adhere to the terms of use please fill out the section below and submit to your administrator.

I, (name) \_\_\_\_\_, on (date) \_\_\_\_\_ agree to adhere to the terms outlined in the document “Terms of Use – ArcGIS Online”.

*The Terms of Use for ArcGIS Online are for new ArcGIS Online member roles of “MTO\_user” “MTO\_editor” or “MTO\_publisher” “MTO\_external\_editor” .*