

# CAL Computer Use Policy

The purpose of this policy is to ensure the proper use of The Center for Advanced Learning's computer resources and make users aware of what The Center for Advanced Learning (CAL) deems as acceptable and unacceptable use of its computer resources, including email and the Internet. CAL reserves the right to amend this policy at its discretion. In case of amendments, users will be informed appropriately.

## GENERAL USE POLICIES

Electronically-based research and communication skills are now fundamental to success in both school and the workplace, and computer technology provides tools essential to the work of all program areas at CAL. We view computer technology as a valuable resource for student learning and know it is important for all students to have access to these resources; therefore, all students will be provided with personal accounts in CAL's network. These accounts will allow students to store work and communicate with others via email. In order to maintain access to these resources, students need to know and follow CAL's guidelines for their use.

In order to maintain computer privileges, follow all guidelines for lab, clinic, and office safety as outlined by OSHA and provided by instructors. Students must follow these general rules for acceptable use:

*All students:*

1. Protect passwords for computer files and e-mail.
2. Do not enter other students' folders, files and/or e-mail without permission.
3. Do not alter other students' work without permission.
4. CAL computers are to be used for educational purposes only. Game playing and web-surfing are not allowed. Limited personal emailing is allowed; please see email guidelines below for rules regarding personal email.
5. Printers are to be used for educational purposes only, and only with permission from an instructor.
6. Food and drink are not allowed in the labs.

## Students who fail to follow these rules can expect the following consequences:

First offense: Verbal warning.

Second offense: Letter home, account disabled until the letter is returned and signed by a parent/guardian.

Third offense: Account disabled until there is a Parent/Teacher conference.

The following uses are also unacceptable and, because they have the potential to more seriously impact CAL and the users of its network, may result in immediate suspension or revocation of network privileges and other disciplinary actions, including suspension, expulsion, and/or legal action. These unacceptable uses include, but are not limited to, the following:

- Transmission of any material in violation of any local, state, or federal law. This includes, but is not limited to, copyrighted materials, threatening or obscene material, or material protected by trade secret.
- The use of profanity, obscenity or other language that may be offensive to another user.
- Any form of vandalism, including but not limited to damaging computers, computer systems, or networks, and/or disrupting the operation of the network.
- Copying and/or downloading commercial software or other material (e.g. music) in violation of federal copyright laws.
- Use of the network for financial gain, commercial activity, and illegal or unethical activity.
- Use of the network for political activity.
- Use of the network to access pornographic or obscene material.
- Creating and/or placing a computer virus on the network.
- Accessing another person's individual account without prior consent or accessing a restricted account without the prior consent of the responsible administrator or teacher. The person in whose name an account is issued is responsible at all times for its proper use. Passwords should never be shared with another person and should be changed frequently.

## EMAIL POLICIES

### Legal Risks

Email is a business communication tool and users are obliged to use this tool in a responsible, effective and lawful manner. Although by its nature email seems to be less formal than other written communication, the same laws apply. Therefore, it is important that users are aware of the legal risks of e-mail:

- If you send emails with any libelous, defamatory, offensive, racist or obscene remarks, you and CAL can be held liable.
- If you forward emails with any libelous, defamatory, offensive, racist or obscene remarks, you and CAL can be held liable.
- If you unlawfully forward confidential information, you and CAL can be held liable.
- If you unlawfully forward or copy messages without permission, you and CAL can be held liable for copyright infringement.
- If you send an attachment that contains a virus, you and CAL can be held liable.
- By following the guidelines in this policy, the email user can minimize the legal risks involved in the use of e-mail. If any user disregards the rules set out in this policy statement, the user will be fully liable and CAL will disassociate itself from the user as far as legally possible.

### Legal requirements

The following rules are required by law and are to be strictly adhered to:

- It is strictly prohibited to send or forward emails containing libelous, defamatory, offensive, racist or obscene remarks. If you receive an e-mail of this nature, you must promptly notify your instructor.
- Do not forward a message without first acquiring permission from the sender.
- Do not send unsolicited email messages.
- Do not forge or attempt to forge email messages.
- Do not send email messages using another person's email account.
- Do not copy a message or attachment belonging to another user without permission of the originator.
- Do not disguise or attempt to disguise your identity when sending mail.

### Best practices

CAL considers email an important means of communication and recognizes the importance of proper email content and speedy replies in conveying a professional image and delivering good customer service. Therefore CAL wishes users to adhere to the following guidelines:

### Writing emails:

- Write well-structured emails and use short, descriptive subjects.
- CAL's email style is informal. This means that sentences can be short and to the point. You can start your e-mail with 'Hi' or 'Dear' and the name of the person.
- Messages can be ended with 'Best Regards.' The use of Internet abbreviations and characters (such as smiley faces), however, is not encouraged.
- Use the spell checker before you send out an email.
- Do not send unnecessary attachments. Compress attachments larger than 200K before sending them.
- Do not use all capitals in email messages. This is the equivalent of shouting and is considered rude.
- Do not use cc: or bcc: fields unless the cc: or bcc: recipient is aware that you will be copying a mail to him/her and knows what action, if any, to take.
- If you forward emails, state clearly what action you expect the recipient to take.
- Only send emails whose content could be displayed on a public notice board. If they cannot be displayed publicly in their current state, consider rephrasing the email, using other means of communication, or protecting information by using a password (see confidential).
- Only mark emails as important if they really are important.

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### Replying to emails:

- Emails should be answered within at least 8 working hours, but users must endeavor to answer priority emails within 4 hours.
- Priority emails are emails from existing customers and business partners.

### Maintenance:

- Delete any email messages that you do not need to have a copy of, and set your email client to automatically empty your 'deleted items' on closing.

### Personal Use

Although CAL's email system is meant for business use, CAL allows the reasonable use of email for personal use if certain guidelines are adhered to:

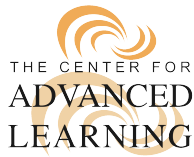
- Personal use of email should not interfere with work.
- Personal emails must also adhere to the guidelines in this policy.
- Personal emails are kept in a separate folder, named 'Private'. The emails in this folder must be deleted weekly so as not to clog up the system.
- The forwarding of chain letters, junk mail, jokes and executables is strictly forbidden.
- On average, users are not allowed to send more than 2 personal emails a day.
- Do not send mass mailings.
- All messages distributed via the company's email system, even personal emails, are CAL's property.
- Confidential information
- Avoid sending confidential information by e-mail. If you do, you must secure the information by including it in a Microsoft Word or Excel file and protecting it with a password. Then provide the recipient with the password by means of other communication, for instance by telephone.

### Email accounts

- All email accounts maintained on our email systems are the property of CAL.
- Passwords must not be given to other people and should be changed once a month.
- Email accounts not used for 60 days will be deactivated and possibly deleted.

### System Monitoring

- You must have no expectation of privacy in anything you create, store, send or receive on CAL's computer system.
- Your emails and Internet activity can be monitored without prior notification if CAL deems this necessary.
- Be aware that deleted emails and website visits can be recovered by the system administrator.
- If there is evidence that you are not adhering to the guidelines set out in this policy.
- CAL reserves the right to take disciplinary action, including expulsion and/or legal action.



# CAL Computer Use Policy

Circle your program area:

Digital Media

Engineering/Manufacturing

Health Sciences

Networking/Programming

## DECLARATION

I acknowledge receipt of the computer use policy, which I have read and understand. I will comply with the guidelines set out in this policy and understand that failure to do so might result in loss of computer privileges and disciplinary or legal action.

Student Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

I acknowledge my child's receipt of the computer use policy, which he/she has read and understood. I understand that failure to comply with the guidelines set out in this policy might result in disciplinary or legal action.

Parent/Guardian Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_