

Delaware Learning Institute of Cosmetology Information Technology Acceptable Use Policy

1.0 Overview

The Delaware Learning Institute of Cosmetology's intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to institution's established culture of openness, trust and integrity. Delaware Learning Institute of Cosmetology is committed to protecting students and employees, partners and the company from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of the Delaware Learning Institute of Cosmetology. These systems are to be used for business purposes in serving the interests of the company, and of our clients and customers in the course of normal operations.

Effective security is a team effort involving the participation and support of every Delaware Learning Institute of Cosmetology student, employee, and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

2.0 Purpose

The purpose of this policy is to outline the acceptable use of computer equipment at the Delaware Learning Institute of Cosmetology. These rules are in place to protect the students, employees, and school. Inappropriate use exposes the Delaware Learning Institute of Cosmetology to risks including virus attacks, compromise of network systems and services, and legal issues.

3.0 Scope

This policy applies to students, employees, contractors, consultants, temporaries, and other workers at the Delaware Learning Institute of Cosmetology, including personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by the Delaware Learning Institute of Cosmetology.

4.0 Policy

4.1 General Use and Ownership

1. While the Delaware Learning Institute of Cosmetology's network administration desires to provide reasonable level of privacy, users should be aware the data they create on the corporate systems remains the property of the Delaware Learning Institute of Cosmetology.

Because of the need to protect the Delaware Learning Institute of Cosmetology's network, management cannot guarantee the confidentiality of information stored on any network device belonging to the Delaware Learning Institute of Cosmetology.

2. Employees are responsible for exercising good judgment regarding the reasonableness of personal use.
3. For security and network maintenance purposes, authorized individuals within Delaware Learning Institute of Cosmetology may monitor equipment, systems and network traffic at any time.
4. Delaware Learning Institute of Cosmetology reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

4.2 Security and Proprietary Information

1. The user interface for information contained on Internet/Intranet-related systems should be classified as either confidential or not confidential, as defined by corporate confidentiality guidelines, details of which can be found in the Director's office. Examples of confidential information include but are not limited to: student information, company private, corporate strategies, competitor sensitive, trade secrets, specifications, customer lists, and research data. Employees should take all necessary steps to prevent unauthorized access to this information.
2. Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts.
3. All PCs, laptops and workstations should be secured with a password-protected screensaver with the automatic activation feature set at 10 minutes or less, or by logging-off (control-alt-delete for Windows XP and Windows 7 users) when the host will be unattended.
4. Postings by employees from a Delaware Learning Institute of Cosmetology email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of Delaware Learning Institute of Cosmetology, unless posting is in the course of business duties.
5. All hosts used by the employee or student that are connected to the Delaware Learning Institute of Cosmetology Internet/Intranet, whether owned by the employee or student of Delaware Learning Institute of Cosmetology, shall be continually executing approved virus-scanning software with a current virus database unless overridden by departmental or group policy.
6. Employees or students must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs, or Trojan horse code.

4.3. Unacceptable Use

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services). Under no circumstances is an employee or student of the Delaware Learning Institute of Cosmetology authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Delaware Learning Institute of Cosmetology-owned resources.

The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

System and Network Activities

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Delaware Learning Institute of Cosmetology.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Delaware Learning Institute of Cosmetology or the end user does not have an active license is strictly prohibited.
3. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
4. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
5. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
6. Using a Delaware Learning Institute of Cosmetology computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
7. Making fraudulent offers of products, items, or services originating from Delaware Learning Institute of Cosmetology account.
8. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
9. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly

authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.

10. Port scanning or security scanning is expressly prohibited unless prior notification from School Director is made.
11. Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.
12. Circumventing user authentication or security of any host, network or account.
13. Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).
14. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
15. Providing information about, or lists of, Delaware Learning Institute of Cosmetology employees or students to parties outside Delaware Learning Institute of Cosmetology.

Email and Communications Activities

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
2. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
3. Unauthorized use, or forging, of email header information.
4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
5. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
6. Use of unsolicited email originating from within Delaware Learning Institute of Cosmetology's networks or other Internet/Intranet service providers on behalf of, or to advertise, any service hosted by Delaware Learning Institute of Cosmetology or connected via Delaware Learning Institute of Cosmetology's network.
7. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

4.4. Social Networking (blogs, social networking sites, video sites)

1. Social Networking by students or employees, whether using Delaware Learning Institute of Cosmetology's property and systems or personal computer systems, is also subject to the terms and restrictions set forth in this Policy. Limited and occasional use of Delaware

Learning Institute of Cosmetology's systems to engage in Social Networking is acceptable, provided that it is done in a professional and responsible manner, does not otherwise violate Delaware Learning Institute of Cosmetology's policy, is not detrimental to Delaware Learning Institute of Cosmetology's best interests, and does not interfere with an employee's regular work duties. Social Networking from Delaware Learning Institute of Cosmetology's systems is also subject to monitoring.

2. Delaware Learning Institute of Cosmetology's Confidential Information policy also applies to Social Networking. As such, students or employees are prohibited from revealing any Delaware Learning Institute of Cosmetology confidential or proprietary information, trade secrets or any other material covered by Delaware Learning Institute of Cosmetology's Confidential Information policy when engaged in Social Networking.

3. Employees or students shall not engage in any Social Networking that may harm or tarnish the image, reputation and/or goodwill of Delaware Learning Institute of Cosmetology and/or any of its students or employees. Employees or students are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when Social Networking or otherwise engaging in any conduct prohibited by Delaware Learning Institute of Cosmetology's Non-Discrimination and Anti-Harassment policy.

4. Employees may also not attribute personal statements, opinions or beliefs to Delaware Learning Institute of Cosmetology when engaged in Social Networking. If an employee is expressing his or her beliefs and/or opinions in blogs, the employee may not, expressly or implicitly, represent themselves as an employee or representative of Delaware Learning Institute of Cosmetology. Employees assume any and all risk associated with Social Networking.

5. Apart from following all laws pertaining to the handling and disclosure of copyrighted or export controlled materials, Delaware Learning Institute of Cosmetology's trademarks, logos and any other Delaware Learning Institute of Cosmetology intellectual property may also not be used in connection with any Social Networking activity

5.0 Enforcement

Individuals violating this policy shall be subject to consequences and other appropriate discipline, which includes but are not limited to:

Students:

1. Use of network only under direct supervision
2. Suspension of network privileges
3. Revocation of network privileges
4. Suspension of computer privileges
5. Revocation of computer privileges
6. Suspension from school
7. Expulsion from school

8. Legal action and prosecution by the authorities

Staff:

1. Employees can be subject to termination