

ACCEPTABLE USE POLICY

I. Policy Statement

Aveda Institute Portland provides a wide variety of computing and networking resources to Qualified Students. Access to computers, computing systems, and networks owned by Aveda Institute Portland is a privilege which imposes certain responsibilities and obligations on users. Use of these resources is subject to the Institute policies and regulations, and local, state, and federal laws. All users of these resources must comply with specific policies and guidelines governing their use, and act responsibly while using shared computing and network resources.

II. Reason for Policy/Purpose

The purpose of this policy is to outline the acceptable use of On-line technology resources at Aveda Institute Portland and to promote the efficient, ethical, and lawful use Aveda Institute Portland's Online technology resources. This policy addresses the responsibilities and obligations of users once access is granted. This policy is intended to protect students, faculty and staff, as well as the Institute and its resources.

IV. Definitions

Online technology resource: Any information technology or network equipment, facility or service made available to users by Aveda Institute Portland.

System Administrator: Any individual authorized to administer a particular information technology, hardware system, operating system, or application.

Password: A string of characters that a user must supply to meet security requirements before gaining access to a particular On-line technology resource.

User ID: A character string that uniquely identifies a particular user of Aveda Institute Portland Online technology resources.

V. Policy

1.0 Aveda Institute Portland Online technology resources are provided for institute-related academic, business, and research activities and are to be used in a manner consistent with Aveda Institute Portland policies, regulations, and procedures, including Aveda Institute Portland's Code of conduct.

2.0 The viewing, storing or accessing of illegal content is not permitted.

3.0 Students may not use Aveda Institute Portland Online technology resources to view, store or access obscene materials, such as pornography, except when clearly required to do so in the course of their work.

4.0 The use of Aveda Institute Portland Online technology resources, including the posting of information on Aveda Institute Portland's webpage, must comply with applicable copyright laws. When posting or downloading information to or from the internet, the user is responsible for ensuring that copyright law is not violated.

5.0 All software installed, stored, or operated on Aveda Institute Portland is Property of Aveda Institute Portland. Whether used for educational, professional, or private use.

6.0 Users are not authorized to access, use, copy, modify or delete data, or grant access to others.

7.0 Users may not gain access to any files, data, or systems through the use of another user's User ID and Password.

8.0 Users may not forge or misrepresent their identity, or enable others to falsify an identity, when using Institute Online technology resources. This type of forgery can result in criminal penalties and disciplinary action.

9.0 Users of Aveda Institute Portland Online technology resources with access to Institute data, such as student or employee information, are responsible for the continued protection and integrity of such data. This includes the responsibility of users to:

9.1 Ensure that Institute data is accurate, including the prevention of any intentional defacement or mishandling of such data;

9.2 Ensure that access to Institute data is restricted based on the needs of a job function, and ensure that proper authorization has been granted for all access;

9.3 Ensure that data is available for appropriate Institute personnel;

9.4 Ensure that confidential data be rigorously protected and used solely for Institute business; and

10.5 Ensure the equitable availability of Institute Online technology resources by not participating in any behavior that would unreasonably interfere with another user's access.

10.0 The Institute may monitor and record usage to enforce its policies and may use information gained in this way in disciplinary and criminal proceedings.

11.0 Any student found to have violated this policy may be subject to disciplinary action, up to and including expulsion from the Institute.

Student Access

Grace Period: 6 months from the **graduate's** contract end date. **Dropped or withdrawn** students access will be closed after the last day of attendance.

Illegal File Sharing Policy (DMCA)

Understanding the DMCA

The Digital Millennium Copyright Act or DMCA covers any copyrighted material including music, movies, software and books. Although file-sharing has become commonplace, it is a violation of federal law to download or distribute copyrighted files to which you do not have rights. The RIAA and Motion Picture Association of America (MPAA) aggressively pursue violators. The penalties to you can be severe.