Practical Nurse (PN) Program CALL TODAY and find out more information!!!. (708) 983-164

CAAN Academy of Nursing

4747 Lincoln Mall Drive Suite #420 Matteson, IL. 60443

Fax: (708) 248-5927 Email: caanacademy@yahoo.com Website: caanacademy3.com

## **COPYRIGHT INFRINGEMENT (POLICY & SANCTIONS) / COMPUTER USE POLICY** ACCEPTABLE USE OF COMPUTERS, EMAIL + INTERNET

Computers, networks, and communications equipment owned by CAAN Academy of Nursing are provided to support the educational mission of the Academy. Access to information technology resources owned or operated by CAAN Academy is a privilege with responsibilities and obligations. Privileges are granted subject to CAAN policies, local, state, and federal laws. Acceptable use is always ethical, reflecting academic honesty, and shows restraint in the consumption of shared resources. It requires respect for intellectual property, ownership of data, system security mechanisms, individuals' rights to privacy, and to freedom from intimidation and harassment.

Information technology resources are defined as all computer-related equipment, computer systems, software/network applications, interconnecting networks, facsimile machines, copiers, voice-mail, and other telecommunications facilities, as well as all information contained therein owned or managed by CAAN Academy of Nursing.

Students are expected to:

- Regard the use of the internet and computer network as a privilege. Follow all rules and regulations of the computer labs and any lab attendant on duty and provide courtesy to other students by keeping noise level to a minimum by using personal headphones. No food or drinks are allowed in computer labs.
- Respect copyright and licenses of all programs and data.
- Respect the integrity of computing systems. Students shall not install software without specific permission of CAAN Academy Administration Department. Only software directly related to CAAN Academy's curriculum will be installed on any institutional computers.
- Refrain from downloading any software or other applications including and not limited to the following: illegal copies of movies, mp3s, videos, or software. Students found violating this measure will face disciplinary action.
- Refrain from any activities that are harmful to computing facilities and resources. These include, but are not limited to, creating or propagating viruses; disrupting services; damaging files, equipment, software, or data; or theft of any hardware and/or software.
- Refrain from using the resources of the internet/computer network for personal financial gain.
- Do not create, display, view, nor download threatening, obscene, racist, sexist, or harassing material, including broadcasting unsolicited messages or sending unwanted mail (SPAM).
- Respect the privacy of other users. For example, users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, nor represent themselves as another user unless explicitly authorized to do so.
- Refrain from attempting to forge or use a false account or e-mail address. Use of another person's computing account is prohibited.
- Experience limited privacy in the contents of personal files on the school's computer network. At times, routine maintenance and monitoring of the network systems may lead to a discovery of violation of a policy or the law. An investigation will be conducted if school authorities have a reasonable suspicion of violation of law or school policy.

CAAN will cooperate fully with local, state, and federal authorities on any investigation related to illegal activities or activities not in compliance with school policies through the school computer network.

CAAN makes no warranties of any kind, whether expressed or implied, for the service it is providing including the loss of data resulting from delays, non-deliveries, misdeliveries, system failures, or service interruptions. Use of any information obtained via the Internet through CAAN is at the student's own risk.

CAAN Academy specifically denies any responsibility for the accuracy, quantity, or content of information obtained through Internet services.

CAAN Academy reserves the right to discontinue account privileges of any user who violates the Acceptable Usage Policy. Repeated or severe infractions of this policy may result in disciplinary action in addition to suspension or termination of network privileges. Unauthorized use of the network, copyright violations, intentional deletion, damage to files and data belonging to the Academy or other users and outside agencies may be considered criminal and could result in involvement of governmental authorities.

CAAN will cooperate fully with local, state, and federal authorities on any investigation related to illegal activities or activities not in compliance with school policies through the school computer network. Any violations of this Acceptable Usage Policy must be reported to an instructor, technology support staff, or an administrator. Each user has the responsibility to report any suspected violation of his/her personal privacy to the Office of Academic Affairs.

## Sanctions

Any computer that infringed on copyrights of others will be blocked from network access at any location until the method of how the infringement occurred has been removed. Offenders will have their computer usage limited and will be reported to CAAN and/or legal authorities who may:

- Place the student on social probation;
- Dismiss the student from CAAN or disallow alumni from using CAAN's computer resources;
- Take legal action

CAAN has the right to review and monitor all electronic messages received or originated within CAAN internal electronic communication system at any time and without notice.