

RESPONSIBLE USE OF TECHNOLOGY POLICY

As part of your engagement with CEIEP you will have access to computing and other electronic equipment and networks owned and maintained by CEIEP. The use of such technologies is expected to provide significant benefits to the instructors and students of CEIEP's educational/training programs. This agreement addresses the proper and authorized use of such technologies.

In this agreement, "Computer Technology" is defined to include computers, tablets, smartphones, computer networks, and connections to external computer networks and subscriptions to external computer services.

The confidentiality, integrity and availability of CEIEP-provided Computer Technology used inside or outside the classroom, must be preserved and protected at all times. CEIEP therefore reserves the right to monitor the use of CEIEP-provided Computer Technology and/or devices connected to CEIEP-provided Computer Technology. Further, CEIEP reserves the right to perform regular maintenance, inspection, and upgrading of such Computer Technology.

Access to CEIEP-provided technology is granted under the following conditions:

- (a) CEIEP-provided Computer Technology is to be used to support authorized programs and services.
- (b) Personal use of CEIEP-provided Computer Technology is to be of an appropriate nature. Such Computer Technology must not be used to access or promote inappropriate websites, including but not limited to pornography or any illegal or unlawful activities.
- (c) You are not permitted to share, with any other individual or organization, your user ID, passwords and other access control items for CEIEP-provided Computer Technology, without CEIEP's written consent.
- (d) Removal of, or alterations to, CEIEP-provided computer hardware or components must be approved by CEIEP.
- (e) Computer software installed on CEIEP-provided Computer Technology must be approved by CEIEP's management.

Inappropriate use of CEIEP-provided Computer Technology may lead to termination of your registration with CEIEP and legal action.

I have read and understand the "Responsible Use of Technology Policy" and recognize that technical monitoring takes place to protect the system and ensure users are complying with this policy. I further recognize that I do not have an expectation of privacy related to the data stored on or connected to CEIEP-provided Computer Technology.