Orientation Procedure For the user Group(Staff & Students)
(Use of Computer, Network and Internet - Terms and Conditions)

CTK Healthcare Institute believes that all instructors and staff should have access to technology in a responsible, efficient, courteous and legal manner. Internet access and other online services available to instructor and staff offer a multitude of global resources that are intended to be used for educational and professional purposes to achieve the mission of CTK. Our goal in providing these services is to enhance the educational development of our students. All those who use the information technology resources at CTK must comply with the written policies covering their use as well as the spirit and intent of those policies. Acceptable uses of technology are devoted to activities that support teaching and learning. Instructor and staff must know that the network and technology devices are property of school and should be oriented for the followings.

- **Acceptable use of the network & computing facilities include those uses that support**:
    - Instruction
    - Study
    - Research
    - Career or Professional-Development Activities
    - Official Work of the Offices of CTK
    - Personal use by staff is allowed as long as it does not interfere with the educational process and
- is not illegal.
- **Unacceptable uses of the computing facilities and network.**
- Illegal and prohibited examples of inappropriate activities include, but are not limited to:
    - Commercial Use
    - Political lobbying
- Any attempt to access the files of another individual is strictly not allowed. This includes attempting to log in through another person's account or accessing another person's "private" files.

    - Access, review, upload, download, complete, store, print, post, receive, transmit, or distribution of: Pornographic, obscene or sexually explicit material; vulgar, rude, inflammatory, threatening, disrespectful or sexually explicit language;
    - Etiquette < Activities covered under general computing and network etiquette include

viewing, sending or displaying offensive messages or pictures, or wasting limited resources such as disk space or printing capacity.

- Employees will not vandalize, damage or disable any electronic technology or system used by

- CTK
    - Routine maintenance and monitoring of electronic technologies, may lead to a discovery that a user has violated this policy will have consequence as per the rules governed by the administration

INTERNET USAGE POLICY

- Students should always ensure that the information contained in the Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.
- The equipment, services, and technology provided via the Internet are the property of the Institute. As such, the Institute reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through its online connections and stored in its computer systems.
- Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.
- The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if a student did not create the material, does not own the rights to it, or has not secured authorization for its use, it should not be put on the Internet.
- The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action: Sending, printing or posting discriminatory, harassing, or threatening messages or images. Stealing, using, or disclosing someone else's code or password without authorization. Copying, pirating, or downloading software and electronic files without permission. Violating copyright law. Participating in the

  viewing or exchange of pornography or obscene materials · Sending or posting messages that

  defame or slander other individuals. Posting on behalf of the Institute, without explicit permission from the Campus President of the Institute. Posting or discussing confidential patient/client information related to externship and clinical experiences, or any information or photographs concerning patients/clients or their families. Posting work-related pictures of Institute employees, students, or anyone associated with the Institute, without that person's

permission. Attempting to break into the computer system of another organization or person. Performing operations against another organization's computers or networks intended to identify security vulnerabilities or disrupt service

- Students presently enrolled at the school must know that they are liable and responsible for anything they post to social media sites, such as Facebook, LinkedIn, Twitter, YouTube, texting, blogs, and online discussion groups.
- Students are prohibited from posting confidential or proprietary information about the school, its students, and faculty or staff members on a social media site.
- Students are prohibited from sharing, disseminating or transmitting electronic information that reveals any private or confidential information they may have learned about others (including patients) during their tenure at the school or externship sites.
- Applicable federal and state requirements, such as FERPA and HIPAA, are to be followed at all time. When participating in any form of social media, students are encouraged not to misrepresent themselves, and to make postings that are both meaningful and respectful without any kind of slanderous or offensive language that may be aimed at any member or group of the college community. The use of any social media sites to harass, intimidate or bully a fellow student, faculty, member of the college and/or affiliate is strictly prohibited and will not be tolerated. When posting on social media sites, students must be mindful of all copyright and intellectual property rights, especially those reserved by the school.
- The use of the school logo, image, or iconography on personal social media sites to endorse a particular political party or candidate or to promote a product, cause, or event is strictly prohibited.
- Students are expected to obey the Terms of Service of any social media site.
- Students who violate this policy may face disciplinary actions, up to and including dismissal from school.
- **POLICY FOR THE USE OF TECHNOLOGY BY STAFF**
- **(Use of Computer, Network and Internet - Terms and Conditions)**

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