

## INTERNET USAGE

This policy applies to all users accessing CAC Internet accounts, networks or equipment.

The purpose of participation in the Internet at CAC is to assist in the gathering and exchange of information between individuals, schools and other institutions. Should a conflict arise between personal use and educational/student use of the Internet, priority will be given to educational/student use.

Having access to CAC's Internet facilities is a privilege and not a right. Communication over CAC networks is not private and authorized personnel may access any computer, its files and any other related equipment at any time. In addition, electronic mail and telecommunications will not be used to share confidential information about students or employees without proper authorization.

### Privileges

The CAC Board of Trustees grants authorized users access to the school's Internet facilities to facilitate information gathering, collaborations with other individuals, and personal growth. These users have the conditional privilege to use all Internet services available at CAC.

### Responsibilities

Users accessing CAC's Internet services will maintain the privacy and integrity of the school's Internet accounts. Each user is also responsible for all material sent and received under his or her control. Hate mail, harassment, discriminatory remarks, sexually explicit material and other inappropriate conduct on the Internet will not be tolerated. The user is solely responsible for ensuring all files, including electronic mail, sent or accessed, do not contain these

materials. Users shall not obtain copies of passwords, modify files or other data belonging to other users, or knowingly misrepresent other users on the Internet. It is the responsibility of each Internet user to secure all passwords.

If the system is misused, it will, at a minimum, result in a loss of Internet access privileges.

Adopted: May 11, 1999