



Acceptable Use Policy in Technology (AUPT)

International College provides access to technology for supporting and extending the educational process, engaging in collaborative work and obtaining, creating and disseminating information. IC wishes to encourage the growth of technology skills among the students, and realizes that success with projects of personal interest develops skills that will ultimately improve learning at IC. The primary purpose of technology hardware and software is to meet educational goals, so the computers and electronic devices are not generally available for entertainment or private communications.

IC is an American registered organization and Lebanon is also a signatory of the International Copyright Convention; therefore, software piracy is not tolerated at IC. The programs on IC computers are licensed and may not be copied. There may be exceptions for donations of unused copyright software and in the use of freeware, demo versions and shareware, but private software brought from home may not be installed on IC computers. Each user's data files are personal creations and represent a considerable value in time; they must be respected.

All users need to keep in mind that many people share College equipment. Your work habits on networked computers affect the ability of others to work productively. IC's computers have been carefully set up for shared use, with network administration, antivirus, security, backup and data logging programs in use. Users should not attempt to interfere with these programs or disregard procedures established for the maintenance of the IC network. No one may attempt to gain access to parts of the network or to files they are not authorized to use.

The normal conventions of courtesy and respect for privacy, and common sense rules for personal safety, apply to electronic communications just as to written or verbal ones. Internet access adds numerous educational benefits, but it is recognized that there is material on the Internet that is illegal, false or

inappropriate for use in a school. Users at IC are expected to avoid any such sites and are advised not to reveal personal information over the Internet. The IC website is a major publication that contains information from and for the entire College Community. It will be maintained in a way that reflects credit on our goals and achievements.

All members of the IC community (Faculty, Staff, Students, Parents, and Alumni) are committed to ensuring a "safe and supportive" environment based on the school's core values of learning, integrity, tolerance, respect for individual differences, and cooperation. IC does not tolerate digital harassment practiced over the internet, instant messaging, microblogging sites, and social media platforms including Facebook, Twitter, WhatsApp, Instagram, and other mobile platforms. Digital harassment is an act of aggression with the intent to cause embarrassment, distress, pain, or discomfort to another and may lead to dangerous consequences. Digital harassment is a serious breach to IC's mission statement and is strictly forbidden among all members of the IC community. Strict disciplinary action will be taken against any member guilty of violating this policy.

All IC users are required to establish strong passwords that contain small letters, capital letters, numbers, and symbols to guarantee the authenticity of the user accessing their accounts on all school electronic systems. User's passwords need to be properly maintained and changed regularly to avoid the possibility of hacking or identity theft. Users are held fully responsible for their accounts and need to seek immediate help from the administration if they think their account has been compromised in any way. IC users are strictly forbidden from sharing password information with others.

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