

# PILOTECNICA AVIATION TRAINING CONDUCT POLICY

## I. POLICY

1. The personal obligations of each member of the Training Center community include using computing resources responsibly, ethically and in a manner within the law and the rights of others. The Training Center depends upon a spirit of mutual respect and cooperation to create and maintain an open community of responsible users.
2. Freedom of expression and an open environment to pursue scholarly inquiry and for sharing of information are encouraged, supported, and protected at Pilotecnica Aviation Training. Censorship is not compatible with the tradition and goals of the Training Center. While some computing resources are dedicated to specific research, teaching or administrative tasks that limit their use, freedom of expression must, in general, be protected.

## II. PURPOSE

A. The purpose of this policy is to assist users in using the Training Center computing and network facilities responsibly and safely, and to assure that the system is used responsibly, legally, and with respect for the privacy of others. The Training Center is concerned chiefly with identifying and responding to violations by members of the Training Center community that directly affect the Training Center and that are defined by this conduct code, extend beyond the Training Center community, or be reported to the Training Center by outside authorities, the Training Center reserves the right to take appropriate actions (as described herein) against the violator.

## III. SCOPE

A. As a member of the Training Center community, users of the network are responsible for protecting the integrity of the system. A "user" or "authorized user" is any individual who uses, logs in, attempts to use, or

## IV. PROCEDURES

### 1. Training Center Network Responsibility

Each individual user is responsible for understanding and complying with the guidelines contained in this policy. All authorized users are responsible for the security of their passwords and accounts. In addition, users assume personal responsibility for the content of their accounts, their electronic transmissions, and their overall activities while using the Training Center network and attached devices, regardless of the resource used to access or store the data, whether an institutional system, a privately owned resource, or a third-party resource, including electronic communication that would be deemed a violation of Training Center sexual harassment and/or other harassment or discrimination policies, international laws, or other regulations.

### 2. Intended Use of the Training Center Network

i. The Training Center system is available for authorized users only and only within the scope of their authorization. Unauthorized access to and use of Training Center is prohibited.

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ii. "Userid" access provided by the Training Center are intended for educational use, instruction, research and the facilitation of communication, collaboration, and other Training Center related purposes.

- iii. All use of the network, may be monitored. The Training Center has the right to inspect, without notice to the user, any work created on or information transmitted over the network, including all messages that are sent or received on the network, accessed internet sites, and information downloaded from or transferred via the internet. By accessing and using Training Center network, you are consenting to such monitoring and information retrieval for law enforcement and other purposes.
- iv. Users should have no expectation of privacy as to any communication on or information stored within the system, including information stored locally on the hard drive or other media in use with this unit. It is the policy of the Training Center that the resources, should not be used by Training Center or employees to access, download, print or store any information infrastructure files or services having sexually explicit content, unless for valid academic or business purposes. Unauthorized use or misuse of the network may result in disciplinary action.

### C. Passwords

Computer account "userid" identifies the user to the Internet user community. Anyone who knows a user's password can use that account. If he or she does anything that affects the system, it will be traced back to the userid. If a user's account is used in an inappropriate manner, the user can be held responsible for the consequences.

#### 4. Use of Copyrighted Material

- i. Many software programs, images, sounds, text, and related materials such as documentation are protected by copyright and other laws and by licenses and other contractual agreements. Users must abide by these restrictions. To do otherwise is a crime or a violation of legal rights for which users may be personally liable.
- ii. Such restrictions include prohibitions against copying data, images, sounds, or programs, the resale of this material or the use of this material for non- educational purposes or for financial gain, and public disclosure of information about programs (e.g., source code) without the owner's authorization.
- iii. Users must abide by all software licenses, Training Center copyright and intellectual property policies, and applicable international laws.

#### 5. Privacy Of Users

- i. International law protects the privacy of users of wire and electronic communications. Users shall not permit their use of the training network and other computing facilities to violate the privacy of other users, even if unintentionally. Specifically, unless otherwise allowed by law or Training Center policies and procedures:
- ii. Users shall not access the files or directories of another user without clear authorization from that user. Typically, this authorization is signaled by the other user's setting file access permissions to allow public or group reading of the files.
- iii. Users shall not intercept or otherwise monitor any network communications not explicitly meant for the user. These include user-to-user dialog, as well as a user's password input.
- iv. Users shall not use the system to store personal information about individuals that they would not normally disseminate freely about themselves.
- v. Users shall not create programs that secretly collect information about other network users without their prior consent.

## 6. Misrepresentation

Misrepresentation of a user as another individual is not allowed on the Training Center network or in any electronic communication with other parties. In addition, the Training Center network may not be used to express a personal opinion or belief that may be interpreted as an expression of the Training Center viewpoint.

## 7. Use of E-Mail Communications

- i. The Training Center considers an E-mail communications as a business correspondence therefore, you should use and respond to e-mail in a manner consistent with other business communications. The purpose of the Training Center network is to support research, education, service, and administrative activities, by providing access to computing resources and the opportunity for collaborative work. All use of your Training Center network must be consistent with this purpose. E-mail communications made or received by Training Center employees using Training Center facilities are presumed to be made in the course of Training Center employment and are subject to rules, regulations and laws pertaining to Training Center records and policies. Occasional and incidental social communications using e-mail are not prohibited however, such messages should be limited and must not interfere with an employee's job function. The campus network is never to be used for commercial purposes or solicitation without authorization from proper Training Center officials.
- ii. Guidelines on the use of E-mail are not based on etiquette alone. As provided in Paragraph 11 below, any e-mail generated by Training Center employees on the on- Training Center network is presumed to be Training Center property and therefore may be subject to disclosure. E-mail may be and has been used as a source to support litigation claims. Furthermore, E-mail sent with the intent of disrupting communication or other system services is not allowed. The proliferation of electronic chain letters is abusive to the mail system and the network. Chain letters waste valuable computing resources. You may lose your network privileges by creating or forwarding chain letters.

iii. As with certain other forms of communication, security of e-mail transmissions cannot be absolutely guaranteed. Users should consider whether an alternative form of communication should be used for particularly sensitive information.

## 8. Unlawful Activities and Violations of Training Center Policy

- i. Knowingly using the Training Center network or computing resources for illegal or criminal purposes or in violation of Training Center policy may result in suspension of network privileges and components attached to the network, as well as other disciplinary and/or legal action. Illegal or criminal use may include obscenity, child pornography, threats, harassment, discrimination, copyright infringement, Training Center trademark infringement, defamation, theft, identity theft and unauthorized access.
- ii. Discrimination and/or harassment on the basis of race, color, gender, disability, religion, national origin, sexual orientation, or age may be a violation of law and/or Training Center policy. Sexual harassment means any unwelcome sexual advances, unwelcome requests for sexual favors or other unwelcome verbal, physical, or electronic conduct of a sexual nature that has the purpose or effect of unreasonably interfering with an individual's academic or work performance, that is, it is sufficiently severe, persistent, or pervasive to enough to create an intimidating, hostile, humiliating, demeaning or sexually offensive working or learning environment. Sending unsolicited or unwanted E-mail or messages that constitutes sexual harassment or discrimination may be subject to disciplinary or legal action by the Training Center.

## 9. Computer Viruses and Malware

The deliberate introduction of a computer virus or other malware into an Training Center computing system is against International law as well as a violation of Training Center policy. Attempts to introduce such viruses may result in suspension of computing privileges as well as other legal and/or Training Center action.

## 10. Masking Activity

The deliberate masking or hiding of activity on the network is prohibited. Using an account for which authorization has not been granted, using the Training Center network to gain unauthorized access to any computer system, attempting to circumvent data protection schemes or uncover security loopholes, or masking the identity of an account or machine may result in suspension of computing privileges as well as other legal and/or Training Center action.

## 11. Limited Right to Privacy

i. To the extent possible in the electronic environment and a public setting, a user's privacy will be preserved. Consistent with applicable law and Training Center policies and procedures, including those pertaining to Training Center records, all users should treat electronically stored information in individual files as confidential and private. Contents should be examined or disclosed only when authorized by the owner, approved by an appropriate Training Center official, or required by law. Attempts by unauthorized individuals to read or access another person's account or other protected files will be treated with the utmost seriousness. However, the Training Center reserves the right to monitor its computing resources to protect the integrity of its computing system, and website.

- ii. Training Center system administrators may conduct periodic security checks of the campus network and attached components, including password checks, to determine if security violations or other violations of this policy have occurred or are occurring. Any user with a "bad password" will be notified via e-mail.
- iii. Privacy of records stored in the electronic environment is subject to applicable international law, and the needs of the Training Center to meet its administrative, business and legal obligations. Stored electronic information and e-mail are generally considered public records. Privacy of such records, unless subject to a specific privilege, may be subject to review and/or release under international law. Electronic information, including e-mail messages, when relevant, are subject to production through discovery in civil litigation.
- iv. Administrative files of the Training Center are generated as part of the process of managing the Training Center Files that employees create or maintain as well as e-mail can be reviewed by supervisors within this administrative context. Generally, Training Center research files and files relating to scholarly endeavors will not be subject to such a review.
- v. In the normal course of system administration, system administrators may have to examine activities, files, electronic mail, and printer listings to gather sufficient information to diagnose and correct problems with system software or hardware. In this case, the user should be notified as soon as practical. Computer systems and stored data are subject, by authorized personnel, to review for audit purposes or when a violation of Training Center policy or law is suspected.

## L. Compliance with Law

All users of Training Center computing resources must comply with all state, federal, and other applicable law all generally applicable Training Center rules and policies and all applicable contracts and licenses. Examples of such laws, rules, policies, contracts, and licenses include the laws of libel, privacy, copyright, trademark, obscenity, and child pornography the Electronic

Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit "hacking", "cracking", and similar activities the Training Center Code of Student Conduct the Training Center Sexual Misconduct, Relationship Violence and Stalking Policy the Training Center personnel policies and all applicable software licenses. Users who engage in communications with persons in other countries or on other systems or networks should be aware that they may also be subject to the laws of those countries and the rules and policies of those other systems and networks. Users are responsible for ascertaining, understanding and complying with the laws, rules, policies, contracts and licenses applicable to their particular uses.

#### M. Disciplinary Actions for Abuse of Privileges

- i. Violation of the provisions of this policy constitutes unacceptable use of computing resources and may violate other Training Center policies and/or state and International law. Known or suspected violations should be reported to Pilotecnica Aviation Training.
- ii. Users who violate this policy may be denied access to Training Center computing resources and may be subject to other penalties and disciplinary action, both within and outside of the Training Center. The Training Center may temporarily suspend or block access to an account, prior to the initiation or completion of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, security or functionality of Training Center or other computing resources or to protect the Training Center from liability. Violations will be handled through Training Center disciplinary procedures applicable to the relevant user. Policy violations by students will be handled in accordance with the Code of Student Conduct. Policy violations by Training Center employees, including faculty, will be handled in accordance with the Training Center Personnel Policies, and other applicable administrative policies and procedures. The Training Center may also refer suspected violations of applicable law to appropriate law enforcement agencies.

#### IV. RESPONSIBLE DEPARTMENT

Pilotecnica Aviation Training is responsible for implementing this policy and may be contacted regarding questions about the policy or to report violations of the policy in the following email [pilotecnica.aviation.training@gmail.com](mailto:pilotecnica.aviation.training@gmail.com)