

EXECUTIVE INTERNSHIP PROGRAM COMPUTER SYSTEM AND INTERNET POLICY

As part of _____ and _____,
Name of School Academy

we have a commitment to the utilization of new technologies. Students participating in the Executive Internship Program, may have access to computers, technology, electronic mail and telecommunications systems (collectively called "the Business") that he/she is assigned. In order to ensure compliance with copyright law, and to protect the Computer System against computer viruses, security breaches (such as unauthorized intrusions by computer hackers) and other unauthorized use, the following Computer System and Internet Policy is effective immediately:

1. The Computer System of the Business, including but not limited to, its electronic mail system (the "E-mail System"), is the property of the Business.
2. Students may have access to the Internet through the Business Computer System. Students may access and use the Internet and the Computer System (including, but not limited to, the E-mail System) only for educational purposes in the furtherance of official business.
3. Students are not to use electronic mail system for personal emails.
4. Students may have access to the Internet through the Computer System. Subject to any exceptions specifically provided herein, use of the Computer System and access to the Internet through the Computer System shall be for official use only.
5. Students are not to send attached or otherwise included files to individuals or aggregate to a distribution list, group of employees or any others within the network if the item being sent is unsolicited or non-official in nature.
6. No student shall disseminate, register, subscribe or otherwise provide any third party the email address of any internal distribution list, routing group or similar electronic means of distribution within the Business. This provision includes but is not limited to: Commercial Businesses, Newsgroups, List Serves, websites and "chain mail" organizations.
7. When using the Computer System, students should, at all times, refrain from any action that would harm the reputation or expose the Business to liability. Students shall not use the Business's Computer System (including, but not limited to, any Internet access and/or the E-mail System) for business or personal purposes to: (i) commit any illegal or wrongful act (including, but not limited to, any racial or sexual harassment or discrimination) or to annoy, harass, intimidate, or violate the rights of others (ii) browse or access any Internet site containing adult (sexual) or other objectionable content, (iii) store, access, create, transmit, or receive any communications (such as E-mail messages), material or information containing any sexual, slanderous, defamatory, derogatory, obscene, offensive, racist, discriminatory, harassing, fraudulent or otherwise inappropriate content, (iv) engage in gambling (casino or sports), or (v) degrade the performance of the Computer System, such as by receiving or transmitting chain mail.
8. No electronic mail messages, information or communications transmitted, stored, received or otherwise passing through or over the Computer System (collectively, "E-mail Messages"), nor any student's use of the Computer System (including, but not limited to, its Internet activities, such as the websites accessed by such student) are considered private, except where such privacy may benefit the Business. No students shall expect that any of its e-mail messages shall remain private, nor shall any student have any expectation of privacy whatsoever in its use of the Computer System, including, but not limited to, with respect to any of its Internet activities or any E-mail System. The Business and its authorized representatives may, at any time, with or without cause, and with or without notice to such student, access, read, inspect, monitor, and disclose to third parties such student's e-mail messages and such student's use of the Computer System, including, but not limited to, such student's Internet activities and the web sites accessed by such student.

9. No student shall disclose or forward any Business e-mail message to any third party unless such E-mail Message expressly provides that it is for public distribution, nor shall any student provide any third party with access to the Business Computer System without the Business's prior written approval.
10. Information and E-Mail Messages transmitted over the Internet may be intercepted and/or monitored by third parties; the privacy and confidentiality of such transmissions is not guaranteed. Consequently, students will not send any sensitive, privileged, confidential, or proprietary information or materials (including, but not limited to, any Business trade secrets) over the Internet or the Electronic Mail System. Students shall not place or store any business materials (including, but not limited to, any software, memoranda, or internal correspondence) or any portion of the Computer System that is accessible over the Internet or that is otherwise available to third parties.
11. The introduction of viruses and/or malicious tampering with the Business's Computer System is expressly prohibited.
12. No file, document, software, or other material may be installed on, introduced into, or accessed or used by the Computer System until; it has been scanned for viruses in accordance with the Business's then prevailing procedures. This includes, for example, all files which are (i) downloaded from the Internet, (ii) attached to third party E-Mail Messages, and/or (iii) brought by any student from home.
13. NO SOFTWARE may be installed on any of the Business's computers without first providing the following to the Business's Information Technology Department:
 - 1) a photocopy of a valid Software License; and
 - 2) specific identification of computer terminal on which it will be installed; and
 - 3) Duration software will remain on computer system.

Unless particular purpose is not reasonably ascertainable, no justification for use shall be required. This restriction applies to all of the business's computers and/or similar equipment to include any laptop or other mobile device or equipment provided for student use at home or other non-corporate location.

14. Copyright law prohibits the unauthorized copying, installation, modification, and dissemination of certain software, articles, text, illustrations, photographs, pictures, and other materials authorized by third parties, regardless of whether same are in hard-copy or electronic form. Students should assume that copyright protection extends to all software articles, text, illustrations, pictures, photographs, and other materials created by third parties, including, but not limited to, those that are: (i) downloaded from the Internet, or (ii) purchased by the students for personal use on a retail basis. A copyright violation may occur even if the copyrighted software or other material has been paid for in full by the students for personal use on a retail basis. A copyright violation may occur even if the copyrighted software or other material has been paid for in full by the students and/or has been copied and used solely for non-profit, educational purposes.
15. Severe penalties may be imposed for copyright violations, such as the unauthorized copying, installation, modification, and/or distribution of personal software or Internet material on or over the Computer System. Moreover, under the circumstances, the business may be legally responsible for copyright infringements committed by its interns using the Computer System. The Business reserves the right to hold the student accountable for their use of the Business's Computer System.
16. It is the Business's policy to abide by all copyright laws and all software license agreements to which it is a party. Violations of copyright law or software license agreements, whether intentional or inadvertent, committed by the student using or otherwise involving the Business's Computer System (including, but not limited to, any Internet access or E-Mail System) are absolutely prohibited and will not be tolerated under any circumstances. Therefore, students may not, for example, download, install, copy, transfer, transmit, or disseminate any copyrighted software (such as over the Internet or via electronic mail) without first obtaining any necessary authorization from the copyright owner. Students will not copy, install, or transfer any of the business's software from or between computers in the business's Computer System or to student's personal computer.
17. In addition, to copyright law, software license agreements may prohibit students from installing and/or using their personal software on the Business's Computer System. Any installation and/or using their personal software on the

Computer System in violation of copyright law, any applicable software license agreement, and/or any other third-party rights or legal requirements is strictly prohibited.

18. Students should not assume that any information obtained from the Internet or E-Mail Messages is true or accurate until it is verified by a reliable, independent source.
19. Alternate Internet Service Provider connections to the Business's Computer System are prohibited unless expressly authorized by the Business and properly protected by a firewall or other appropriate security devices specified by the Business. Connections to the Business's resources available via the worldwide web through an Internet browser are excluded from this provision.
20. Students may encrypt their E-Mail messages and files only with software pre-approved by the Business. Each student will, on the Business's request, immediately provide the Business with a copy of any key, password or similar access method necessary to access encrypted E-Mail messages or files.
21. Students will not attempt to avoid or defeat any Internet firewalls or other security measures which may be implemented by the Business now or in the future to protect the Computer System. Each Student will comply with all existing and future security procedures, including, but not limited to, those procedures governing the use and confidentiality of any user passwords. All students are restricted and prohibited from accessing data, email, Network accounts not assigned to them, unless such information is public in nature or specifically authorized to do so.
22. The Business reserves the right to modify its Computer System and Internet Policy at any time in its absolute discretion.

I understand that this access is designed solely for educational purposes and the school and Business have taken reasonable precautions to supervise usage. I also recognize it is impossible for the school or Business to restrict unsupervised access to all information or materials and I will not hold them responsible for materials acquired on the network.

By signing below, I confirm that I have received and read a complete copy of the Computer System and Internet Policy, and that I accept, consent to, and agree to comply with all of the terms and conditions of such policy as set forth and **with any future** modifications to such policy that may be made by the Business and communicated to me in writing. I **understand that** any violation of the Computer System and Internet Policy by me may result in disciplinary action being taken against me.

Student's Signature

Date

Parent's/Guardian's Signature

Date