



Centro de Estudios Avanzados de Puerto Rico y el Caribe

RESPONSIBLE USE POLICY

Statement of Purpose

Faculty and students at Centro de Estudios Avanzados de Puerto Rico y el Caribe (CEAPRC) use technology and Internet tools in their classrooms in every course to support student learning. These technologies' primary purpose is to improve students' communication and collaboration skills, and extend learning beyond the classroom walls. CEAPRC's goal in providing access to the available resources is twofold: enhance learning experiences and improve students' responsible and appropriate use of technology. It is important that students recognize that information posted on the internet is public, permanent, and needs to be appropriate.

Terms of Agreement

Students must agree to:

1. follow professors' instructions when using technology.
2. be polite, considerate, and use appropriate language.
3. refrain from accessing inappropriate use of technology during class hours.
4. report and/or help prevent bullying, abuse, or harm to others.
5. follow all filters and security measures,
6. use technology carefully and to conserve CEAPRC's resources.
7. NOT share the password, except with the course's professor, if needed. (Family Educational Rights and Privacy Act or FERPA)
8. use only their files and folders, and not access anyone else's (files and folders) without his/her permission.
9. NOT reveal or post personal information belonging to them or another person (e.g., passwords, addresses, or telephone numbers).
10. respect and follow copyright laws.
11. follow the technology check out process.

Following Federal, Puerto Rico's, and Municipal laws, CEAPRC will protect student and employee data. However, it is understood that any use of CEAPRC's technology (computer, network, internet, and resources, among others) will be monitored, and is neither private nor confidential to CEAPRC's authorized personnel. Let it be understood that if any student violates what is stated in this policy; Federal, Puerto Rico (State and Municipal) policies; or the Reglamento General de Estudiantes del CEAPRC (Student Handbook), the student may NOT be allowed to continue to use such technology, or may receive other appropriate penalty.

Developed by:

Dr. Olga A. Benítez Garay- Chancellor- on April 20, 2023