

Website Policy Manual

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CCC SYSTEM ACCEPTABLE USE POLICY

I. INTRODUCTION

This Policy governs the acceptable use of Connecticut Community Colleges (CCC) Information Technology (IT) resources. These resources are a valuable asset to be used and managed responsibly to ensure their integrity, security, and availability for appropriate academic and administrative use.

Users of CCC IT resources are responsible for using those resources in accordance with CCC policies and the law. Use of CCC IT resources is a privilege that depends upon appropriate use of those resources. Individuals who violate CCC policy or the law regarding the use of IT resources are subject to loss of access to those resources as well as to CCC disciplinary and/or legal action.

II. GENERAL PROVISIONS

A. PURPOSE

The purpose of this Policy is to:

- Ensure that CCC IT resources are used for purposes appropriate to the CCC mission and goals;
- Prevent disruptions to and misuse of CCC IT resources;
- Ensure that the CCC community is aware that use of CCC IT resources is subject to state and federal laws and the CCC policies; and
- Ensure that IT resources are used in compliance with those laws and the CCC policies.

B. SCOPE

This Policy applies to:

- All IT resources owned or managed by the CCC;
- All IT resources provided by the CCC through contracts and other agreements with the CCC; and
- All users and uses of CCC IT resources.

C. DEFINITIONS

The following terms are used in this Policy. Knowledge of these definitions is important to an understanding of this Policy:

Appropriate CCC Authority: Chancellor, College President or designee.

Compelling Circumstances: Circumstances in which time is of the essence or failure to act might result in property loss or damage, adverse effects on IT resources, loss of evidence of one or more violations of law or of the CCC policies or liability to the CCC or to members of the CCC community.

IT Resources: This includes, but is not limited to, computers, computing staff, hardware, software, networks, computing laboratories, databases, files, information, software licenses, computing-related contracts, network bandwidth, usernames,

passwords, documentation, disks, CD-ROMs, DVDs, magnetic tapes, and electronic communication.

D. RESPONSIBILITIES

Policy. This Policy was issued by the Chancellor of the CCC after consultation with appropriate councils, including the Council of Presidents and the Information Technology Policy Committee.

Implementation. In support of this Policy, system standards and procedures shall be developed, published and maintained. And where CCC standards and procedures do not exist, each college is responsible for policy implementation.

Informational Material. Each college shall ensure that users of CCC IT resources are aware of all IT policies, standards and procedures as appropriate.

E. VIOLATIONS OF LAW AND POLICY

The CCC considers any violation of acceptable use to be a serious offense and reserves the right to copy and examine any files or information resident on CCC IT resources to ensure compliance. Violations of this policy should be reported to the appropriate CCC authority.

Sanctions of Law. Both federal and state law prohibit theft or abuse of IT resources. Abuses include (but are not limited to) unauthorized entry, use, transfer, tampering with the communications of others, and interference with the work of others and with the operation of IT resources. Any form of harassing, defamatory, offensive, illegal, discriminatory, obscene, or pornographic communication, at any time, to any person is also prohibited by law. Violations of law may result in criminal penalties.

Disciplinary Actions. Violators of this Policy may be subject to disciplinary action up to and including dismissal or expulsion pursuant to applicable Board policies and collective bargaining agreements.

F. NO EXPECTATION OF PRIVACY

There is no expectation of privacy in the use of CCC IT resources. CCC reserves the right to inspect, monitor, and disclose all IT resources including files, data, programs and electronic communications records without the consent of the holder of such records.

III. ACCEPTABLE USE

In making acceptable use of CCC IT resources you must:

- use resources solely for legitimate and authorized administrative and academic purposes.
- protect your User ID and IT resources from unauthorized use. You are responsible for all activities on your User ID or that originate from IT resources under your control.
- access only information that is your own, that is publicly available, or to which you have been given authorized access.
- use only legal versions of copyrighted software in compliance with vendor license requirements.
- use shared resources appropriately. (e.g. refrain from monopolizing systems, overloading networks with excessive data, degrading services, or wasting

computer time, connect time, disk space, printer paper, manuals, or other resources).

In making acceptable use of CCC IT resources you must NOT:

- use CCC IT resources to violate any CCC policy or state or federal law.
- use another person's IT resource, User ID, password, files, or data.
- have unauthorized access or breach any security measure including decoding passwords or accessing control information, or attempt to do any of the above.
- engage in any activity that might be harmful to IT resources or to any information stored thereon, such as creating or propagating viruses, disrupting services, damaging files or making unauthorized modifications to computer data.
- make or use illegal copies of copyrighted materials or software, store such copies on CCC IT resources, or transmit them over CCC networks.
- harass or intimidate others or interfere with the ability of others to conduct CCC business.
- directly or indirectly cause strain on IT resources such as downloading large files, unless prior authorization from the appropriate CCC authority is given.
- use CCC IT resources for personal purposes including but not limited to, monetary gain, commercial or political purposes.
- engage in any other activity that does not comply with the general principles presented above.

IV. ACCESS RESTRICTIONS

Use of CCC IT resources may be wholly or partially restricted or rescinded by CCC without prior notice and without the consent of the user under conditions such as:

- when required by and consistent with law;
- when there is reason to believe that violations of law or the CCC policies have taken or may take place; or
- when there are compelling circumstances.
- Restriction of use under such conditions is subject to appropriate procedures or approval of appropriate CCC authority.

V. DISCLAIMER

CCC disclaims any responsibility for and does not warranty information and materials residing on non-CCC systems or available over publicly accessible networks. Such materials do not necessarily reflect the attitudes, opinions or values of CCC, its faculty, staff or students.

VI. NOTICE TO USERS

As laws change from time to time, this Policy may be revised as necessary to reflect such changes. It is the responsibility of users to ensure that they have reference to the most current version of the CCC Acceptable Use Policy.

TERMS OF USE

AGREEMENT BETWEEN USER AND NVCC | Naugatuck Valley Community College

The NVCC | Naugatuck Valley Community College Web Site is comprised of various Web pages operated by NVCC | Naugatuck Valley Community College.

The NVCC | Naugatuck Valley Community College Web Site is offered to you conditioned on your acceptance without modification of the terms, conditions, and notices contained herein. Your use of the NVCC | Naugatuck Valley Community College Web Site constitutes your agreement to all such terms, conditions, and notices.

MODIFICATION OF THESE TERMS OF USE

NVCC | Naugatuck Valley Community College reserves the right to change the terms, conditions, and notices under which the NVCC | Naugatuck Valley Community College Web Site is offered, including but not limited to the charges associated with the use of the NVCC | Naugatuck Valley Community College Web Site.

LINKS TO THIRD PARTY SITES

The NVCC | Naugatuck Valley Community College Web Site may contain links to other Web Sites ("Linked Sites"). The Linked Sites are not under the control of NVCC | Naugatuck Valley Community College and NVCC | Naugatuck Valley Community College is not responsible for the contents of any Linked Site, including without limitation any link contained in a Linked Site, or any changes or updates to a Linked Site. NVCC | Naugatuck Valley Community College is not responsible for webcasting or any other form of transmission received from any Linked Site. NVCC | Naugatuck Valley Community College is providing these links to you only as a convenience, and the inclusion of any link does not imply endorsement by NVCC | Naugatuck Valley Community College of the site or any association with its operators.

NO UNLAWFUL OR PROHIBITED USE

As a condition of your use of the NVCC | Naugatuck Valley Community College Web Site, you warrant to NVCC | Naugatuck Valley Community College that you will not use the NVCC | Naugatuck Valley Community College Web Site for any purpose that is unlawful or prohibited by these terms, conditions, and notices. You may not use the NVCC | Naugatuck Valley Community College Web Site in any manner which could damage, disable, overburden, or impair the NVCC | Naugatuck Valley Community College Web Site or interfere with any other party's use and enjoyment of the NVCC | Naugatuck Valley Community College Web Site. You may not obtain or attempt to obtain any materials or information through any means not intentionally made available or provided for through the NVCC | Naugatuck Valley Community College Web Sites.

USE OF COMMUNICATION SERVICES

The NVCC | Naugatuck Valley Community College Web Site may contain bulletin board

services, chat areas, news groups, forums, communities, personal web pages, calendars, and/or other message or communication facilities designed to enable you to communicate with the public at large or with a group (collectively, "Communication Services"), you agree to use the Communication Services only to post, send and receive messages and material that are proper and related to the particular Communication Service. By way of example, and not as a limitation, you agree that when using a Communication Service, you will not:

- Defame, abuse, harass, stalk, threaten or otherwise violate the legal rights (such as rights of privacy and publicity) of others.
- Publish, post, upload, distribute or disseminate any inappropriate, profane, defamatory, infringing, obscene, indecent or unlawful topic, name, material or information.
- Upload files that contain software or other material protected by intellectual property laws (or by rights of privacy or publicity) unless you own or control the rights thereto or have received all necessary consents.
- Upload files that contain viruses, corrupted files, or any other similar software or programs that may damage the operation of another's computer.
- Advertise or offer to sell or buy any goods or services for any business purpose, unless such Communication Service specifically allows such messages.
- Conduct or forward surveys, contests, pyramid schemes or chain letters.
- Download any file posted by another user of a Communication Service that you know, or reasonably should know, cannot be legally distributed in such manner.
- Falsify or delete any author attributions, legal or other proper notices or proprietary designations or labels of the origin or source of software or other material contained in a file that is uploaded.
- Restrict or inhibit any other user from using and enjoying the Communication Services.
- Violate any code of conduct or other guidelines which may be applicable for any particular Communication Service.
- Harvest or otherwise collect information about others, including e-mail addresses, without their consent.
- Violate any applicable laws or regulations.

NVCC | Naugatuck Valley Community College has no obligation to monitor the Communication Services. However, NVCC | Naugatuck Valley Community College reserves the right to review materials posted to a Communication Service and to remove any materials in its sole discretion. NVCC | Naugatuck Valley Community College reserves the right to terminate your access to any or all of the Communication Services at any time without notice for any reason whatsoever.

NVCC | Naugatuck Valley Community College reserves the right at all times to disclose any information as necessary to satisfy any applicable law, regulation, legal process or

governmental request, or to edit, refuse to post or to remove any information or materials, in whole or in part, in NVCC | Naugatuck Valley Community College's sole discretion.

Always use caution when giving out any personally identifying information about yourself or your children in any Communication Service. NVCC | Naugatuck Valley Community College does not control or endorse the content, messages or information found in any Communication Service and, therefore, NVCC | Naugatuck Valley Community College specifically disclaims any liability with regard to the Communication Services and any actions resulting from your participation in any Communication Service. Managers and hosts are not authorized NVCC | Naugatuck Valley Community College spokespersons, and their views do not necessarily reflect those of NVCC | Naugatuck Valley Community College.

Materials uploaded to a Communication Service may be subject to posted limitations on usage, reproduction and/or dissemination. You are responsible for adhering to such limitations if you download the materials.

MATERIALS PROVIDED TO NVCC | Naugatuck Valley Community College OR POSTED AT ANY NVCC | Naugatuck Valley Community College WEB SITE

NVCC | Naugatuck Valley Community College does not claim ownership of the materials you provide to NVCC | Naugatuck Valley Community College (including feedback and suggestions) or post, upload, input or submit to any NVCC | Naugatuck Valley Community College Web Site or its associated services (collectively "Submissions"). However, by posting, uploading, inputting, providing or submitting your Submission you are granting NVCC | Naugatuck Valley Community College, its affiliated companies and necessary sublicensees permission to use your Submission in connection with the operation of their Internet businesses including, without limitation, the rights to: copy, distribute, transmit, publicly display, publicly perform, reproduce, edit, translate and reformat your Submission; and to publish your name in connection with your Submission.

No compensation will be paid with respect to the use of your Submission, as provided herein. NVCC | Naugatuck Valley Community College is under no obligation to post or use any Submission you may provide and may remove any Submission at any time in NVCC | Naugatuck Valley Community College's sole discretion.

By posting, uploading, inputting, providing or submitting your Submission you warrant and represent that you own or otherwise control all of the rights to your Submission as described in this section including, without limitation, all the rights necessary for you to provide, post, upload, input or submit the Submissions.

LIABILITY DISCLAIMER

THE INFORMATION, SOFTWARE, PRODUCTS, AND SERVICES INCLUDED IN OR AVAILABLE THROUGH THE NVCC | Naugatuck Valley Community College WEB SITE MAY INCLUDE INACCURACIES OR TYPOGRAPHICAL ERRORS. CHANGES ARE PERIODICALLY ADDED TO THE INFORMATION HEREIN. NVCC | Naugatuck Valley Community College AND/OR ITS SUPPLIERS MAY MAKE IMPROVEMENTS AND/OR CHANGES IN THE NVCC | Naugatuck Valley Community College WEB SITE AT ANY TIME. ADVICE RECEIVED VIA THE NVCC | Naugatuck Valley Community College WEB SITE SHOULD NOT BE RELIED UPON FOR PERSONAL, MEDICAL, LEGAL OR FINANCIAL DECISIONS AND YOU SHOULD CONSULT AN APPROPRIATE PROFESSIONAL FOR SPECIFIC ADVICE TAILORED TO YOUR SITUATION.

NVCC | Naugatuck Valley Community College AND/OR ITS SUPPLIERS MAKE NO

REPRESENTATIONS ABOUT THE SUITABILITY, RELIABILITY, AVAILABILITY, TIMELINESS, AND ACCURACY OF THE INFORMATION, SOFTWARE, PRODUCTS, SERVICES AND RELATED GRAPHICS CONTAINED ON THE NVCC | Naugatuck Valley Community College WEB SITE FOR ANY PURPOSE. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, ALL SUCH INFORMATION, SOFTWARE, PRODUCTS, SERVICES AND RELATED GRAPHICS ARE PROVIDED "AS IS" WITHOUT WARRANTY OR CONDITION OF ANY KIND. NVCC | Naugatuck Valley Community College AND/OR ITS SUPPLIERS HEREBY DISCLAIM ALL WARRANTIES AND CONDITIONS WITH REGARD TO THIS INFORMATION, SOFTWARE, PRODUCTS, SERVICES AND RELATED GRAPHICS, INCLUDING ALL IMPLIED WARRANTIES OR CONDITIONS OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE AND NON-INFRINGEMENT.

TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL NVCC | Naugatuck Valley Community College AND/OR ITS SUPPLIERS BE LIABLE FOR ANY DIRECT, INDIRECT, PUNITIVE, INCIDENTAL, SPECIAL, CONSEQUENTIAL DAMAGES OR ANY DAMAGES WHATSOEVER INCLUDING, WITHOUT LIMITATION, DAMAGES FOR LOSS OF USE, DATA OR PROFITS, ARISING OUT OF OR IN ANY WAY CONNECTED WITH THE USE OR PERFORMANCE OF THE NVCC | Naugatuck Valley Community College WEB SITE, WITH THE DELAY OR INABILITY TO USE THE NVCC | Naugatuck Valley Community College WEB SITE OR RELATED SERVICES, THE PROVISION OF OR FAILURE TO PROVIDE SERVICES, OR FOR ANY INFORMATION, SOFTWARE, PRODUCTS, SERVICES AND RELATED GRAPHICS OBTAINED THROUGH THE NVCC | Naugatuck Valley Community College WEB SITE, OR OTHERWISE ARISING OUT OF THE USE OF THE NVCC | Naugatuck Valley Community College WEB SITE, WHETHER BASED ON CONTRACT, TORT, NEGLIGENCE, STRICT LIABILITY OR OTHERWISE, EVEN IF NVCC | Naugatuck Valley Community College OR ANY OF ITS SUPPLIERS HAS BEEN ADVISED OF THE POSSIBILITY OF DAMAGES. BECAUSE SOME STATES/JURISDICTIONS DO NOT ALLOW THE EXCLUSION OR LIMITATION OF LIABILITY FOR CONSEQUENTIAL OR INCIDENTAL DAMAGES, THE ABOVE LIMITATION MAY NOT APPLY TO YOU. IF YOU ARE DISSATISFIED WITH ANY PORTION OF THE NVCC | Naugatuck Valley Community College WEB SITE, OR WITH ANY OF THESE TERMS OF USE, YOUR SOLE AND EXCLUSIVE REMEDY IS TO DISCONTINUE USING THE NVCC | Naugatuck Valley Community College WEB SITE.

SERVICE CONTACT : admin@nvcc.commnet.edu

TERMINATION/ACCESS RESTRICTION

NVCC | Naugatuck Valley Community College reserves the right, in its sole discretion, to terminate your access to the NVCC | Naugatuck Valley Community College Web Site and the related services or any portion thereof at any time, without notice. GENERAL To the maximum extent permitted by law, this agreement is governed by the laws of the State of Washington, U.S.A. and you hereby consent to the exclusive jurisdiction and venue of courts in King County, Washington, U.S.A. in all disputes arising out of or relating to the use of the NVCC | Naugatuck Valley Community College Web Site. Use of the NVCC | Naugatuck Valley Community College Web Site is unauthorized in any jurisdiction that does not give effect to all provisions of these terms and conditions, including without limitation this paragraph. You agree that no joint venture, partnership, employment, or agency relationship exists between you and NVCC | Naugatuck Valley Community College as a result of this agreement or use of the NVCC | Naugatuck Valley Community College Web Site. NVCC | Naugatuck Valley Community College's performance of this agreement is subject to existing laws and legal process, and nothing contained in this agreement is in derogation of NVCC | Naugatuck Valley Community College's right to comply with governmental, court and law enforcement requests or requirements relating to your use of

the NVCC | Naugatuck Valley Community College Web Site or information provided to or gathered by NVCC | Naugatuck Valley Community College with respect to such use. If any part of this agreement is determined to be invalid or unenforceable pursuant to applicable law including, but not limited to, the warranty disclaimers and liability limitations set forth above, then the invalid or unenforceable provision will be deemed superseded by a valid, enforceable provision that most closely matches the intent of the original provision and the remainder of the agreement shall continue in effect. Unless otherwise specified herein, this agreement constitutes the entire agreement between the user and NVCC | Naugatuck Valley Community College with respect to the NVCC | Naugatuck Valley Community College Web Site and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral or written, between the user and NVCC | Naugatuck Valley Community College with respect to the NVCC | Naugatuck Valley Community College Web Site. A printed version of this agreement and of any notice given in electronic form shall be admissible in judicial or administrative proceedings based upon or relating to this agreement to the same extent and subject to the same conditions as other business documents and records originally generated and maintained in printed form. It is the express wish to the parties that this agreement and all related documents be drawn up in English.

COPYRIGHT AND TRADEMARK NOTICES:

All contents of the NVCC | Naugatuck Valley Community College Web Site are: Copyright 2011 and/or its suppliers. All rights reserved.

TRADEMARKS

The names of actual companies and products mentioned herein may be the trademarks of their respective owners.

The example companies, organizations, products, people and events depicted herein are fictitious. No association with any real company, organization, product, person, or event is intended or should be inferred.

Any rights not expressly granted herein are reserved.

NOTICES AND PROCEDURE FOR MAKING CLAIMS OF COPYRIGHT INFRINGEMENT

Pursuant to Title 17, United States Code, Section 512(c)(2), notifications of claimed copyright infringement under United States copyright law should be sent to Service Provider's Designated Agent. ALL INQUIRIES NOT RELEVANT TO THE FOLLOWING PROCEDURE WILL RECEIVE NO RESPONSE. See Notice and Procedure for Making Claims of Copyright Infringement.

PRIVACY

NVCC | Naugatuck Valley Community College is committed to protecting your privacy and developing technology that gives you the most powerful and safe online experience. This Statement of Privacy applies to the NVCC | Naugatuck Valley Community College Web site and governs data collection and usage. By using the NVCC | Naugatuck Valley Community College website, you consent to the data practices described in this statement.

Collection of your Personal Information

NVCC | Naugatuck Valley Community College collects personally identifiable information, such as your e-mail address, name, home or work address or telephone number. NVCC | Naugatuck Valley Community College also collects anonymous demographic information, which is not unique to you, such as your ZIP code, age, gender, preferences, interests and favorites.

There is also information about your computer hardware and software that is automatically collected by NVCC | Naugatuck Valley Community College. This information can include: your IP address, browser type, domain names, access times and referring Web site addresses. This information is used by NVCC | Naugatuck Valley Community College for the operation of the service, to maintain quality of the service, and to provide general statistics regarding use of the NVCC | Naugatuck Valley Community College Web site.

Please keep in mind that if you directly disclose personally identifiable information or personally sensitive data through NVCC | Naugatuck Valley Community College public message boards, this information may be collected and used by others. Note: NVCC | Naugatuck Valley Community College does not read any of your private online communications.

NVCC | Naugatuck Valley Community College encourages you to review the privacy statements of Web sites you choose to link to from NVCC | Naugatuck Valley Community College so that you can understand how those Web sites collect, use and share your information. NVCC | Naugatuck Valley Community College is not responsible for the privacy statements or other content on Web sites outside of the NVCC | Naugatuck Valley Community College and NVCC | Naugatuck Valley Community College family of Web sites.

Use of your Personal Information

NVCC | Naugatuck Valley Community College collects and uses your personal information to operate the NVCC | Naugatuck Valley Community College Web site and deliver the services you have requested. NVCC | Naugatuck Valley Community College also uses your personally identifiable information to inform you of other products or services available from NVCC | Naugatuck Valley Community College and its affiliates. NVCC | Naugatuck Valley Community College may also contact you via surveys to conduct research about your opinion of current services or of potential new services that may be offered.

NVCC | Naugatuck Valley Community College does not sell, rent or lease its customer lists to third parties. NVCC | Naugatuck Valley Community College may, from time to time, contact you on behalf of external business partners about a particular offering that may be of interest to you. In those cases, your unique personally identifiable information (e-mail, name, address, telephone number) is not transferred to the third party. In addition, NVCC |

Naugatuck Valley Community College may share data with trusted partners to help us perform statistical analysis, send you email or postal mail, provide customer support, or arrange for deliveries. All such third parties are prohibited from using your personal information except to provide these services to NVCC | Naugatuck Valley Community College, and they are required to maintain the confidentiality of your information.

NVCC | Naugatuck Valley Community College does not use or disclose sensitive personal information, such as race, religion, or political affiliations, without your explicit consent.

NVCC | Naugatuck Valley Community College keeps track of the Web sites and pages our customers visit within NVCC | Naugatuck Valley Community College, in order to determine what NVCC | Naugatuck Valley Community College services are the most popular. This data is used to deliver customized content and advertising within NVCC | Naugatuck Valley Community College to customers whose behavior indicates that they are interested in a particular subject area.

NVCC | Naugatuck Valley Community College Web sites will disclose your personal information, without notice, only if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on NVCC | Naugatuck Valley Community College or the site; (b) protect and defend the rights or property of NVCC | Naugatuck Valley Community College; and, (c) act under exigent circumstances to protect the personal safety of users of NVCC | Naugatuck Valley Community College, or the public.

Use of Cookies

The NVCC | Naugatuck Valley Community College Web site use "cookies" to help you personalize your online experience. A cookie is a text file that is placed on your hard disk by a Web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you, and can only be read by a web server in the domain that issued the cookie to you.

One of the primary purposes of cookies is to provide a convenience feature to save you time. The purpose of a cookie is to tell the Web server that you have returned to a specific page. For example, if you personalize NVCC | Naugatuck Valley Community College pages, or register with NVCC | Naugatuck Valley Community College site or services, a cookie helps NVCC | Naugatuck Valley Community College to recall your specific information on subsequent visits. This simplifies the process of recording your personal information, such as billing addresses, shipping addresses, and so on. When you return to the same NVCC | Naugatuck Valley Community College Web site, the information you previously provided can be retrieved, so you can easily use the NVCC | Naugatuck Valley Community College features that you customized.

You have the ability to accept or decline cookies. Most Web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. If you choose to decline cookies, you may not be able to fully experience the interactive features of the NVCC | Naugatuck Valley Community College services or Web sites you visit.

Security of your Personal Information

NVCC | Naugatuck Valley Community College secures your personal information from unauthorized access, use or disclosure. NVCC | Naugatuck Valley Community College secures the personally identifiable information you provide on computer servers in a

controlled, secure environment, protected from unauthorized access, use or disclosure. When personal information (such as a credit card number) is transmitted to other Web sites, it is protected through the use of encryption, such as the Secure Socket Layer (SSL) protocol.

Changes to this Statement

NVCC | Naugatuck Valley Community College will occasionally update this Statement of Privacy to reflect company and customer feedback. NVCC | Naugatuck Valley Community College encourages you to periodically review this Statement to be informed of how NVCC | Naugatuck Valley Community College is protecting your information.

Contact Information

NVCC | Naugatuck Valley Community College welcomes your comments regarding this Statement of Privacy. If you believe that NVCC | Naugatuck Valley Community College has not adhered to this Statement, please contact NVCC | Naugatuck Valley Community College at admin@nvcc.commnet.edu. We will use commercially reasonable efforts to promptly determine and remedy the problem.

Changes to this Statement

[Portal:PortalName] will occasionally update this Statement of Privacy to reflect company and customer feedback. [Portal:PortalName] encourages you to periodically review this Statement to be informed of how [Portal:PortalName] is protecting your information.

Contact Information

[Portal:PortalName] welcomes your comments regarding this Statement of Privacy. If you believe that [Portal:PortalName] has not adhered to this Statement, please contact [Portal:PortalName] at [\[Portal:Email\]](#). We will use commercially reasonable efforts to promptly determine and remedy the problem.

USE OF COLLEGE NAME AND LOGO

The NVCC logo is incorporated in the template design of the website. It is not necessary to place additional copies of the college logo on any page.

The College logo should be placed in all official NVCC communications. Official NVCC communications that are posted on the College website as content either in PDF, Word, PowerPoint or other format should include the college logo.

Written permission must be obtained from the Office of College Marketing prior to utilizing the College logo or name in conjunction with promoting any event.

Visit the Office of College Marketing to request a logo or submit your request via [Marketing HelpDesk](#)

The College name or logo may not be placed on any pages to imply College endorsement of other products, services or organizations.

LINKS ON OUR WEBSITE

Links IN to www.NVCC.commnet.edu

The College welcomes links to any part of our Web site from other academic institutions, government agencies, and others who wish to help extend our mission. We ask that you contact us to let us know of your intentions to link to our site, and indicate the purpose of the link. No link may present or display a product or activity in a way that states or implies the College's endorsement. The College does not endorse any commercial organizations or products.

Links OUT

Naugatuck Valley Community College's Web site features links to organizations, and corporate sponsors of the Center. We do not routinely "out-link" to private, commercial or other similar Web sites, other than those of institutions in established relationships with the College's programs and services. However, on a case-by-case basis, we will consider requests from such groups or persons to out-link to their Web sites. The Center will grant such requests only where it is determined that such links will clearly support our mission of providing information on risk management, liability and insurance issues for community-serving nonprofits, and where we have concluded that such links will not in any way jeopardize our reputation, independence, objectivity, mission or ability to serve the nonprofit sector.

From time to time, the College also may decide on its own, not based on any request, to out-link to private, commercial or other Web sites. The same criteria described above will apply. Such links may be short or long-term, at the discretion of the organization.

Portions of this policy are based on language contained in the Nonprofit Risk Management Center's [Privacy and the Links on Our Web Site](#) © 2008. NVCC gratefully acknowledges The Center for permission to use its policy.

USE OF COPYRIGHTED WORK

Copyright is a form of protection provided by the laws of the United States (title 17, U. S. Code) to the authors of “original works of authorship,” including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works. Copyright does not protect facts, ideas, systems, or methods of operation, although it may protect the way these things are expressed.

This protection is available to both published and unpublished works. Section 106 of the 1976 Copyright Act generally gives the owner of copyright the exclusive right to do and to authorize others to do the following:

- To reproduce the work in copies or phonorecords;
- To prepare derivative works based upon the work;
- To distribute copies or phonorecords of the work to the public by sale or other transfer of ownership, or by rental, lease, or lending;
- To perform the work publicly, in the case of literary, musical, dramatic, and choreographic works, pantomimes, and motion pictures and other audiovisual works;
- To display the work publicly, in the case of literary, musical, dramatic, and choreographic works, pantomimes, and pictorial, graphic, or sculptural works, including the individual images of a motion picture or other audiovisual work; and
- In the case of sound recordings^{*}, to perform the work publicly by means of a digital audio transmission.

Section 107 of the 1976 Copyright Act established the doctrine of fair use of a copyrighted work, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use four factors must be considered:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- the effect of the use upon the potential market for or value of the copyrighted work.

The distinction between “fair use” and infringement may be unclear and not easily defined. There is no specific number of words, lines, or notes that may safely be taken without permission. Acknowledging the source of the copyrighted material does not substitute for obtaining permission.

Copyright protects the particular way an author has expressed himself; it does not extend to any ideas, systems, or factual information conveyed in the work.

The safest course is always to get permission from the copyright owner before using copyrighted material.

When it is impracticable to obtain permission, use of copyrighted material should be avoided unless the doctrine of “fair use” would clearly apply to the situation.

ACCESSIBILITY

The state of Connecticut has adopted the federal government guidelines known as 'Section 508 Standards'

Summary of Section 508 Standards

<http://www.section508.gov/index.cfm?FuseAction=Content&ID=11#web>

Web-based Intranet and Internet Information and Applications (1194.22)

The criteria for web-based technology and information are based on access guidelines developed by the Web Accessibility Initiative of the World Wide Web Consortium. Many of these provisions ensure access for people with vision impairments who rely on various assistive products to access computer-based information, such as screen readers, which translate what's on a computer screen into automated audible output, and refreshable Braille displays. Certain conventions, such as verbal tags or identification of graphics and format devices, like frames, are necessary so that these devices can "read" them for the user in a sensible way. The standards do not prohibit the use of web site graphics or animation. Instead, the standards aim to ensure that such information is also available in an accessible format. Generally, this means use of text labels or descriptors for graphics and certain format elements. (HTML code already provides an "Alt Text" tag for graphics which can serve as a verbal descriptor for graphics). This section also addresses the usability of multimedia presentations, image maps, style sheets, scripting languages, applets and plug-ins, and electronic forms.

The standards apply to Federal web sites but not to private sector web sites (unless a site is provided under contract to a Federal agency, in which case only that web site or portion covered by the contract would have to comply). Accessible sites offer significant advantages that go beyond access. For example, those with "text-only" options provide a faster downloading alternative and can facilitate transmission of web-based data to cell phones and personal digital assistants.

Technical Standards:

<http://www.access-board.gov/sec508/guide/1194.22.htm>

Academic Community Resources:

<http://www.section508.gov/index.cfm?FuseAction=Content&ID=82>

ABANDONED PAGES AND DEAD LINKS

Naugatuck Valley Community Colleges Web Content Manager in collaboration with Web Services will actively engage web content owners to ensure that content is current. Abandoned pages may be removed.