Centureon Institute
Website Terms of Use Policy

PURPOSE
This policy describes the terms of use that apply to Centureon Institute website(s).

RESPONSIBLE AUTHORITY
The responsibility for this policy is vested in the School President.

IMPLEMENTATION
The implementation of this policy is delegated to the School President.

APPLICABILITY
This policy applies to the use of all websites owned by Centureon Institute.

EFFECTIVE DATE
July 1, 2021

POLICY

1. Acceptance of the Terms of Use
2. Changes to the Term of Use
3. Privacy Policy
4. Copyright
5. Centureon Institute Website Content
6. Links to Third-Party Sites
7. Frames and Links
8. Comments and Concerns

1 – Acceptance of the Terms of Use
This policy describes the terms by which any person accessing Centureon Institute's website is agreeing to be bound. Any person accessing Centureon Institute's website (s) accepts without any limitations the Terms of Use set forth below.

2 – Changes to the Term of Use
When changes made to this policy, revisions will be made available with an effective date in the Policies and Procedures Manual, as well as part of the Terms of Use Policy published on all Centureon Institute website pages.

3 – Privacy Policy
All information collected on Centureon Institute website(s) is subject to Centureon Institute Privacy Policy. Centureon Institute Privacy Policy describes how personal information collected by Centureon Institute is stored, protected, shared, and utilized. Read the policy by clicking here.

4 – Copyright
Centureon Institute website(s) content is protected by the United Stated and international copyright laws. This Terms of Use Policy grants website visitors access for personal, non-commercial use only. Reproduction, distribution, modification, public display, download, store, or transmit any of the materials of Centureon Institute website(s)s is prohibited, except for copies of website pages for personal non-commercial use. Persons using, reproducing, or displaying Centureon Institute copyrighted materials without the proper authorization are committing a crime, will be fined and prosecuted to all the extent of the law. Visit the US Copyright Office website at www.copyright.gov. The US Copyright Office FAQ page includes clarifications to the most common questions at www.copyright.gov/help/faq. Violations to the Copyright Act consequences and penalties are listed at http://www.copyright.gov/title17/92chap5.html

5 – Centureon Institute Website(s) Content Intent
Centureon Institute website(s) are intended for general information only in regards to the programs of education and services offered by our institution. Public in general and prospective students are encouraged to schedule an appointment with one of the admission counselors to review in detail their interests and have all their questions answered before making any decisions and starting the admissions process. May a user find an error on one of the website pages, we appreciate that information to be communicated to CENTUREON.INSTITUTE@GMAIL.COM School personnel are available during regular business hours to assist website visitors with any questions they may have.

6 – Links to Third-Party Sites
Visitors of Centureon Institute's website may encounter links to web pages and sites not controlled by the school. Visitors are made aware that visiting such third-party pages or sites is at their own risk. Each third-party site has their own privacy policies. We recommend individuals to refrain from submitting personal information unless reasonable belief exist that the site can be trusted.

7 – Frames and Links
Content of Centureon Institute websites may not be framed on any other websites. Links created to Centureon Institute web pages must be opened in a new web browser window. Links to Centureon Institute website homepage are allowed, provided are done in a way that is fair and legal, and does not take advantage or damage Centureon Institute's reputation. Establishing links that suggest any form of association, approval, or endorsement by Centureon Institute are prohibited without our express written consent.

8 – Comments and Concerns
Centureon Institute welcomes your comments and concerns in relation to the Terms of Use and Privacy Policy. Comments may be submitted via email CENTUREON.INSTITUTE@GMAIL.COM

BUDGET
The funding necessary for the implementation of this policy is allocated in the school's annual operating budget under the line item "Information Technology" Revisions to the funding need approval by the President and Financial Director.

EVALUATION
This policy is annually evaluated by means of a survey collected from:

- ➢ Schools administrative and academic personnel
- ➢ Institutional and Occupational Advisory Committee members

<u>Assessment Presentation</u>
This policy's effectiveness is evaluated based on the survey reports and any additional comments submitted at the following meetings:

- ➢ Annually at the first Strategic Meeting
- ➢ Annually at the Staff Meeting
- ➢ Annually at the Institutional Advisory Committee Meeting

An electronic copy of the evaluated documentation is to be file along with the typed minutes of the meeting.

REVISIONS
Revisions to this policy are to be approved at one of the school's strategic meetings. Personnel is informed of revisions via email. Revisions are published at the school's Policies and Procedures Manual.

POLICY AVAILABILITY
Policies and procedures are available for review by administrative staff, faculty, students, and advisory committee members in the Policies and Procedures Manual available at the Administrative Office during normal business hours. New school personnel receive an email at the time of orientation with access to the school's Policies and Procedures Manual electronic version.