Apprentice & Journeymen Training Trust Fund
of the Southern California Plumbing & Piping Industry

Student Technology Policy

A&J may provide students with technology resources, including computers, iPads/tablets, internet access, learning platforms/management systems and software, other computer software, hardware and internet access services ("Computer Services"). There are limits on how Computer Services may be used by students. Accordingly, A&J has adopted the following policies governing them. Each student's continued use of A&J Computer Services is expressly conditioned upon his/her adherence to these policies, which are subject to change without prior notice.

General
All Computer Services provided to students are the property of A&J. The Computer Services are to be used for educational purposes.

All students who use or have access to Computer Services owned or operated by the A&J must comply with A&J's policies. These policies include, but are not limited to, the following:
- All technology including but not limited to computer hardware, software programs, learning platforms/management systems, disks, drives, data and documentation used are the property of A&J and/or licensed to A&J.
- Any documentation or other work students create, or work on, using A&J Computer Services, are owned by A&J.

Use of Technology
Students should not use or access any equipment and/or Computer Services, or allow others their use and access, in any manner that is unlawful, inappropriate or contrary to A&J's best interests or policies. Students should never allow, condone or permit unauthorized individuals to use A&J's equipment and/or Computer Services, or access information on such technology regarding A&J that has not been publicly disclosed.

Students shall use A&J provided technology resources, including but not limited to computers, iPads/tablets, internet access, learning platforms/management systems and software, responsibly, respectfully and for educational purposes only.

Respect for Equipment: Students must treat all A&J owned and licensed technology equipment with care and respect, avoiding any intentional damage, vandalism, or theft. Any accidental damage should be reported immediately to the student's instructor and/or facility supervisor.

Cybersecurity: Students must take precautions to ensure the security of A&J technology resources, including but not limited to safeguarding passwords, avoiding the installation of unauthorized software, and refraining from accessing or sharing sensitive, private or confidential information.

Digital Citizenship: Students should demonstrate good digital citizenship by practicing lawful, responsible and ethical behavior online, including respecting the privacy and rights of others, avoiding cyberbullying and harassment, and critically evaluating online information.

Filtering and Monitoring: A&J provided technology and internet access may be filtered and monitored. Students should not attempt to bypass or circumvent these security measures.

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Copyright Compliance: Students must respect copyright laws and intellectual property rights when using digital resources, including properly citing sources and obtaining permission when using copyrighted materials for educational purposes.

Personal Devices: Personal electronic devices such as smartphones, laptops, or iPads/tablets are not permitted for use during class.

Prohibited Conduct

Technology and/or Computer Services should not be used in connection with the downloading, transmittal, access to, review or dissemination of inappropriate materials of any kind, including (a) sexually suggestive materials, pornographic, obscene, or sexual images, graphics or language (b) unlicensed or unauthorized access to proprietary or copyrighted information of another individual or entity or (c) materials that is perceived as offensive based on any characteristic protected by state or federal law, including but not limited to sex, race, color, religion, national origin, ancestry, physical disability, mental disability, marital status, pregnancy, age, citizenship, or sexual orientation.

The A&J's commitment to the spirit and letter of all acceptable civil rights and equal opportunity laws applies to the use of its technology and Computer Services and access to information as a result of such use. The use of any type of technology or to convey messages or information that could constitute unlawful harassment or discrimination of any kind, including sexual harassment, is strictly prohibited, and will not be tolerated.

No expectations of Privacy

Students should not expect that information on any A&J provided technology and Computer Services will be confidential or that they will have proprietary, privacy or protected confidentiality rights with respect to such information. Such information may be accessed and reviewed by the A&J at any time to ensure compliance with policies.