

While any of the four categories of acts listed above is a separate offense that, if proven, could lead to a sanction of expulsion or suspension from DEC, minor instances of such prohibited behavior could be resolved at the school administration level.

Students who believe themselves to be victims of verbal assault, intimidation, bullying, harassment or defamation should report such incidents to any of the following individuals:

**Michael Crosby** - Senior Financial Aid Coordinator / Primary Campus Security Authority / Title IX Coordinator  
DEC Administration Building - Office # 203  
724-653-2196  
mcrosby@dec.edu

**Diane Fox** - Career Services Coordinator  
Van Keulen Complex - Office # 105  
724-653-2217  
dfox@dec.edu

**Debra Wise** - Director of Financial Services  
DEC Administration Building - Office # 303  
724-653-2204  
dwise@dec.edu

**Tony Baez Milan** - Director of Admissions  
DEC Welcome Center  
724-653-2183  
tbaez@dec.edu

Individuals who wish to discuss any matter with the police or if they feel they are in need of immediate police attention may contact:

**The City of Monessen Police Department**  
**Chief of Police**  
Monessen, PA 15062  
(724) 684-6151 or (724) 684-4600

**Pennsylvania State Police**  
Belle Vernon, PA 15012  
(724) 929-6262

Some complaints can be resolved by informal methods, while others will require the implementation of formal procedures. All complaints are treated confidentially; complainants are encouraged to report incidents even if they do not wish to pursue the matter beyond the reporting stage.

## CONSUMER INFORMATION

Douglas Education Center provides students with an annual reminder of the student consumer information available, which includes information regarding the school, financial assistance, graduation and completion rates, security policies, and crime statistics. This information is available online at <http://www.dec.edu/consumerinfo>

You may also obtain this information from Amanda Phillips, Executive Director of Financial Aid.

## ACCEPTABLE ELECTRONIC USAGE POLICY FOR STUDENTS

### General Guidelines

DEC computing resources are the property of DEC, to be used for DEC-related business. Students have no expectation of privacy when utilizing DEC computing resources, even if the use is for personal purposes. DEC reserves the right to inspect, without notice, the contents of computer files regardless of medium, the contents of electronic mailboxes and computer conferencing systems, systems output such as printouts, and to monitor network communication when:

1. It is considered reasonably necessary to maintain or protect the integrity, security, or functionality of DEC or other computer resources, or

to protect DEC from liability;

2. There is reasonable cause to believe that the users have violated this policy or otherwise misused computing resources;

3. An account appears to be engaged in unusual or unusually excessive activity;

4. It is otherwise required or permitted by law.

Any suspected violations of this policy or any other misuse of computer resources by students will be referred to DEC Information Technology personnel. The allegations will be investigated and appropriate disciplinary action taken. Violations of law related to misuse of computing resources may be referred to the appropriate law enforcement agency and the appropriate penalties may attach if it is determined that there has been a violation of federal copyright laws.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws:

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

Notwithstanding the above, DEC Information Technology personnel, after discussion with his or her department supervisor, may suspend, block, or restrict access to an account, independent of DEC disciplinary procedures, when it appears reasonably necessary to do so in order to protect the integrity, security, or functionality of DEC or other computer resources, to protect DEC from liability, or where the emotional or physical well-being of any person is immediately threatened.

Access will be restored to the account holder whenever the appropriate investigator determines that the protection of the integrity, security, or functionality of DEC or other computing resources has been restored and the safety and well-being of all individuals can reasonably be assured, unless access is to remain suspended as a result of formal disciplinary action imposed through the Information Technology personnel or as a result of legal action.

It is the responsibility of all students to maintain the security of their user account which includes keeping personal passwords private, as well as maintaining a backup of their class files and projects.

Also, DEC reserves the right to monitor the use of your account. If at any time it is determined that an account is being abused, DEC reserves the right to suspend computer / internet privileges to the student who is abusing account privileges. Abuse of the account is determined by school officials, and includes, but is not limited to:

### Wi-Fi Access Policy

DEC provides Wi-Fi access to personal devices (i.e. laptops, tablet and cell phones) providing that you contact the Information Technology Department to have your device registered. The I.T. Department will have to obtain your devices' Wi-Fi address in order for the device to be registered. The Wi-Fi access is not guaranteed and will not be available if there is a network outage or problem.

### Data Storage and Backup Policy

Students will be given access to a folder on one of the DEC servers to store class files and projects. Students should keep a USB flash drive to store backup copies of their work. Student folders are not backed-up and will not be available should there be a network issue. DEC is not responsible for lost data or files that are stored on the DEC network or

DEC computers. Students should not store their work on lab computers because the computers can be moved or replaced at any time without notice.

DEC (DEC) is dedicated to providing and safe, reliable, and robust information technology infrastructure for students. In doing so, there are some general expectations for acceptable use of the computing systems located or connected to DEC to ensure that the computing systems maintain their highest level of efficiency and reliability. Many DEC functions rely heavily on the accessibility of computing systems, and DEC must take every reasonable action to protect them.

The use of DEC computing resources, including network facilities, account numbers, data storage media, printers, plotters, microphone systems, and software for computing activities other than those authorized by DEC is strictly prohibited. DEC students and faculty are expected to adhere to federal software piracy statutes. These laws forbid the copying of licensed programs. Unauthorized use of such resources is regarded as a criminal act in the nature of theft and violators are subject to suspension, expulsion, and civil and criminal prosecution.

**The following are examples of misuse of computing resources:**

1. Unauthorized duplication, distribution, or alteration of any licensed software. This includes software licensed by DEC and licensed software accessed using the computing networks.
2. Attempting to gain unauthorized access to any computing resource or data, or attempting to disrupt the normal operation of any computing resource or network at DEC or anywhere on the Internet.
3. Attempting to use another student's computer account or data without their permission.
4. Using the DEC electronic mail system to attack other computer systems, falsify the identity of the source of electronic mail messages. Sending harassing, obscene, or other threatening electronic mail. Attempting to read, delete, copy, or modify the electronic mail of other without their authorization. Sending "for-profit" messages, chain letters, or other unsolicited "junk" mail.
5. Knowingly infecting any computing resource with a software virus.
6. Using DEC computing or network resources for personal gain or illegal activities, such as theft, fraud, copyright infringement, piracy (e.g., sound or video recording), or distribution of child pornography or obscenities.
7. Excessive consumption of bandwidth and/or network resources.
8. Sharing of usernames and passwords. Students and Faculty should take every possible precaution to protect their DEC user accounts and keep account information private.

## GRIEVANCE POLICY

The school disapproves of any participation, on the behalf of staff or students, in slander, defamation of character or sexual harassment of any kind. The strictest of disciplinary action will be imposed, up to and including termination. DEC's position and philosophy is to communicate professionally and to assist each other in the pursuit of personal growth and education. Please take care not to become involved in these types of negative behaviors.

When a student experiences difficulty regarding staff, administration, other students, school organizations and/or policy, the following procedure should be used as a process in resolving the issue:

1. The student should approach the problem directly by discussing it with the involved party/parties. If the student is unable to resolve this difficulty, he or she should then proceed to step two (2) of the grievance policy.
2. The student may discuss the problem with his/her advisor to attempt to alleviate the situation. If the difficulty continues to remain unresolved, the student may proceed to step three (3) of the grievance policy.
3. The student may appeal to the Executive Director of Education by scheduling an appointment to confer. If the difficulty is unresolvable at this time, the student may proceed to step four (4) of the grievance policy.
4. The student may appeal to the President of the school by scheduling an appointment to confer.

5. Student inquiries may be directed to the following entities:  
DEC is licensed by the Pennsylvania State Board of Private Licensed Schools and is accredited by the Accrediting Council for Independent Colleges and Schools (A.C.I.C.S.). Questions or concerns that are not satisfactorily resolved by the person designated above or by other school officials may be brought to the attention of the:

**State Board of Private Licensed Schools  
Pennsylvania Department of Education  
333 Market Street  
Harrisburg, PA 17126-0333  
(717) 783-8228**

**Accrediting Council for Independent Colleges and Schools  
750 First Street, NE, Suite 980  
Washington, DC 20002-4241  
(202) 336-6780**

**Commonwealth of Pennsylvania  
Department of State  
Bureau of Professional and Occupational Affairs  
State Board of Cosmetology  
P.O. Box 2649  
Harrisburg, PA 17105-2649  
(717) 787-8530**

**Commonwealth of Pennsylvania  
Department of State  
Bureau of Professional and Occupational Affairs  
State Board of Cosmetology  
P.O. Box 2649  
Harrisburg, PA 17105-2649  
(717) 787-8530**

## NONDISCRIMINATION POLICY

In accordance with Title IX regulations, the Commonwealth of Pennsylvania Human Rights Law, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act, DEC does not discriminate or limit access to its programs, activities or employment on the basis of age, race, religion, national origin, sex, or disability. The DEC's grievance policy includes the "legally protected individual."

## DRUG AND ALCOHOL ABUSE PREVENTION POLICY

In compliance with the Drug-Free Schools and Communities Act of 1989, DEC has established the following policy to ensure a drug - free learning environment.

DEC prohibits students from the unlawful manufacture, distribution, dispensation, possession, sale or use of alcohol or a controlled substance, or being under the influence of the same while at the institution or while attending or participating in school related activities on or off school grounds.

The following sanctions will be imposed on a student in violation of the policy regarding use, possession, or being under the influence.

1. **FIRST INFRACTION** - The student will be advised by the Student Services Committee to voluntarily seek professional counseling.
2. **SECOND INFRACTION** - The student will be advised by the Student Services Committee to continue voluntary professional counseling. Alternatively, the student may choose to attend an in-patient treatment program.
3. **THIRD INFRACTION** - The student will be administratively withdrawn from DEC.

The following sanctions will be imposed on a student in violation of the policy regarding