

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 Commission of Career Schools and Colleges (ACCSC). 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

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

Accrediting Commission of Career Schools and Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, Virginia 22201  
(703) 247-4212

## ***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 investigatory unit of DEC 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 Facility should take every possible precaution to protect their DEC user accounts and keep account information private.

## **COMMUNICABLE DISEASE**

A student who has a communicable disease or who has come in contact with a communicable disease should notify the school. It is the responsibility of each person, both staff and students, to take the appropriate precautions to protect others from contamination and disease. The school will be responsible for informing students about exposure and will direct students to the appropriate health resources. Students may contact their own physicians if necessary. A physician's written certification of good health will be required before an ill student is readmitted to class.

## **CHEATING**

Cheating of any kind is not tolerated or condoned. If a student is caught cheating, he/she will receive an "F" for that exam, assignment, or course. A second offense may result in suspension.

## **CONDUCT**

The school expects all students to behave in a professional, businesslike manner and to devote their school hours to preparing for a successful career. The school reserves the right to discipline accordingly, up to and including dismissal, for any student whose conduct is determined to be unsatisfactory.

## **DISMISSAL**

A student may be dismissed for violation of attendance policy, conduct policy, weapons policy, for non-payment of educational costs or any action that rises to the level which requires dismissal.

## **DRESS CODE**

A professional image is an essential dimension of the student's training process in becoming a successful employee. The DEC administration feels strongly that students should dress appropriately for the training they are receiving and for the careers they will enter. The faculty and administration of Douglas Education Center reserve the right to determine the appropriateness of the dress code. Students who do not comply with the dress code policy may be asked to leave class.

Students in certain programs are supplied with various types of safety equipment depending upon the program and are required to wear it when appropriate and during specific trainings. Students who do not wear the required safety equipment will not be permitted into those classes where it is required.

Cosmetology students will be provided a stylish jacket as required by the state board of cosmetology.

Medical Assistants wear scrub uniforms. The Medical Assistant is provided two uniforms and one laboratory jacket at the start of the first semester. The Medical Assistant student is not permitted to wear street clothes during school hours. Uniforms are issued to the student approximately 3-4 weeks after the start of the first term.

Medical Billing and Coding students may choose to wear either medical scrubs or professional business attire. Medical scrubs are not purchased by the school for these programs.

The complete dress code is reviewed in detail with all students the first day of the semester. Appropriate dress in the Allied Health Program is left to the discretion of the Allied Health instructor and the Executive Director of Education.

## **FIRE DRILLS**

Unannounced fire drills will be called throughout the year. When the alarm rings, the students should follow the teacher's instructions and leave the building quietly and quickly. Students are not permitted to retrieve personal belongings. The evacuation procedures are posted in each classroom.

## **REGISTRY AND CERTIFICATIONS—Allied Health Programs**

Allied Health students who complete the DEC program are given the option to sit for the Medical Assistant Certification Examination, sponsored by the National Association of Health Professionals (NAHP). The examination will be scheduled during the fourth semester. However, Medical Assistant graduates have the option of sitting for the examination any time it is scheduled. Students who successfully pass the NAHP Examination have the privilege of using the initials NR-CMA (Nationally Registered Certified Medical Assistant) following their name. It is important that the student recognize the value that this registry has in employment. These initials indicate a high level of competency, accomplishment, and professionalism. Medical Assistant students also have the opportunity to take a phlebotomy certification sponsored through the NAHP. Upon successfully passing the exam, the student will be a NR-CPT (Nationally Registered Certified Phlebotomy Technician).

Medical Assistant and Medical Billing and Coding students are eligible to take the National Association of Health Professionals (NAHP) coding and insurance certification examination. Upon successfully passing the exam, the student will be credentialed as a NR-CCS (Nationally Registered Certified Coding Specialist).