

Policies & Practices Regarding Technology

1. General objectives

The primary objective of the regulations for the Password Technical College computer laboratories will be to regulate the use and proper functioning of these, thus integrating the optimal use and conservation of its resources and facilities. All users and managers of the laboratories must undertake to respect this regulation and ensure that it is respected.

2. Users

Users of computer laboratories are:

- a. All Password Technical College students.
- b. Graduated students in the degree process.
- c. Academic, administrative and managerial staff of the Password Technical College, who due to their duties require the use of the computing service.
- d. Users enrolled in update and training courses offered by Password Technical College.

3. Services

The computing services provided are:

- a. Use of Windows and Linux operating systems installed in the laboratories.
- b. Email accounts only for administrators and students who request it for academic purposes.
- c. Preventive and corrective maintenance of computing and telecommunications equipment in this university laboratory. Every six months maintenance is carried out on all computer laboratories.
- d. Installation and support of programs for laboratory computers.
- e. Support for students to connect to the PTC wireless network.
- f. Microsoft Forefront Client Security corporate antivirus server installation and support

4. Requirements for use

- a. Before working on the computer equipment, the user must verify that there is no abnormality in it, otherwise they must immediately notify the person in charge of the laboratory, or professor, for prompt attention.
- b. To use the computer equipment, users must promptly follow the instructions of the PTC class teacher. If the latter deems it appropriate, they may request a valid official identification.
- c. User access to the computer laboratory will be subject to both the assignment of course and service schedules, as well as the availability of the equipment.
- d. Once the user has finished using the computer equipment, they must leave their workplace clean and verify that the equipment and furniture are in order and end their session.

5. Service hours

Service hours will be provided according to the following criteria:

- a. During semester class periods it will be Monday to Thursday from 8:00 AM to 9:00 PM, Friday from 9:00 AM to 5:00 PM. Saturdays from 9:00AM to 3:30PM if requested in advance and subject to the availability of administrative staff.
- b. The schedules must be displayed at the entrance to the laboratory.
- c. Professors who have classes in the laboratories are responsible for both the furniture and the equipment, as well as the behavior of the users and compliance with this regulation.
- d. The assigned teacher must superficially verify the equipment before and after class. If he finds any abnormal situation, he must notify PTC as soon as possible.

6. Operation

The maintenance and support of the computer laboratories will be the responsibility of the PTC. In the event that any equipment fails to operate or has been damaged, the person in charge will report it to the PTC to carry out maintenance service.

7. Obligations

The permanence of users in the computer laboratory requires them to respond punctually and promptly to the instructions of the PTC. Likewise, in order to continue with the functionality of the laboratory, it is important to follow the following statutes:

It's prohibited:

- a. Smoking inside the computer lab.
- b. Introduce or consume food or drinks.
- c. Deposit all types of objects unrelated to the purposes of the practice on the furniture, terminals and other parts of the equipment.
- d. Throw away any type of trash in the laboratory area.
- e. Carry out activities other than those required for practice, as well as those that endanger the safety of people or equipment within the laboratory.
- f. The removal and/or alteration of any part of the computer equipment.
- g. Make inappropriate use of laboratory facilities, furniture and equipment.
- h. Move equipment from its location.
- i. The formation of a group of people who cause disorder.
- j. Share accounts between two or more users.
- k. Inappropriate use of accounts, such as broadcasting commercial advertising (SPAM), jokes, violation of the permissions of other accounts or machines, etc.

8. Rights

All users of the computer laboratory will have the following rights:

- a. Make use of computer services, respecting the provisions contemplated in this regulation.
- b. Make use of existing software.
- c. Inform the PTC orally or in writing of any anomalies observed.

- d. Make use of computer equipment in accordance with its availability and established priorities.

All users who observe the provisions of the previous point will have the right to their own account to use the laboratory computers, which will be personal and non-transferable, and will be used in a complementary manner to the courses, as well as for academic activities.

9. Responsibilities

Of the attributes of PTC personnel.

PTC staff will have the following powers:

- a. You may immediately sanction users who are violating these regulations.
- b. You can ask users who violate scheduling priorities to free up the computer for users with priority for computer use.
- c. If a user is engaged in non-school activities, you may ask the user to leave the computer.

Of the sanctions

- a. In the event that a user commits an offense, the person in charge of the laboratory must inform the person in charge of the Computing laboratory, who may apply the corresponding sanctions or refer the case to the academic affairs department if he/she considers it to be a serious offense.
- b. The laboratories, facilities and equipment will be under the responsibility of the PTC.
- c. The sanctions that may be applied to those who violate the provisions of these regulations or commit damages or any illegal act in the Computer Laboratory will be in accordance with the criteria in the regulations of the student catalog. The case will be immediately referred to the corresponding authorities if a user commits misconduct, acts of violence against staff, users and staff of the institution, or if an extremely serious offense has been committed.

Password Technical College GDPR Policies and Practices

1. **Consent:** Consent is obtained from individuals for the collection and processing of their personal data. Clear and easily accessible consent forms are used, and individuals have the right to withdraw their consent at any time.
2. **Data Minimization:** We collect and process only the personal data that is necessary for the purposes for which it is intended. Unnecessary data is not collected or retained.
3. **Data Security:** Adequate measures are in place to safeguard personal data, including encryption, access controls, and regular security assessments. Staff is trained in data security best practices.
4. **Data Access and Portability:** Individuals have the right to access their personal data, request corrections, and obtain a copy of their data in a structured, commonly used, and machine-readable format.
5. **Data Retention:** Personal data is retained only for as long as necessary for the purposes for which it was collected. A clear data retention policy is in place, and data is securely deleted when no longer needed.
6. **Data Breach Response:** In the event of a data breach, the school has a procedure in place to assess and report breaches to the relevant authorities and affected individuals within the required timeframe.
7. **Data Subject Rights:** We respect individuals' rights under GDPR, including the right to be forgotten, the right to object to processing, and the right to be informed about data processing activities.
8. **Data Privacy Impact Assessments (DPIA):** DPIAs are conducted for high-risk data processing activities to assess and mitigate potential privacy risks.
9. **Training and Awareness:** Staff and relevant stakeholders receive regular training and awareness programs on GDPR compliance to ensure a culture of data protection throughout the institution.
10. **Third-Party Data Processors:** We carefully select and monitor third-party service providers who process personal data on our behalf to ensure they meet GDPR requirements.
11. **Records of Processing Activities:** Comprehensive records of data processing activities are maintained, including data categories, purposes, and data sharing agreements.

12. Data Protection Policies: We have documented data protection policies and procedures in place, and all staff members are required to adhere to these policies.

13. Complaints and Requests: Individuals can lodge complaints and requests regarding their personal data, and we have procedures in place to respond promptly and effectively.

14. Regular Audits and Compliance Checks: Regular audits and compliance checks are conducted to ensure ongoing GDPR compliance and to address any identified issues promptly.

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