

# CENTUREON INSTITUTE

*The School of the People*®

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## Centureon Institute Website Terms of Use Policy

### **Purpose:**

This policy delineates the terms of use governing the Centureon Institute website(s).

### **Responsible Authority:**

The School President holds responsibility for overseeing and enforcing this policy.

### **Implementation:**

The School President is delegated with the responsibility for implementing this policy.

### **Applicability:**

This policy is applicable to the use of all websites owned by Centureon Institute.

Effective Date:

July 1, 2021

### **Policy:**

#### **1. Acceptance of the Terms of Use:**

By accessing Centureon Institute's website(s), individuals agree to be bound by the terms outlined in this policy.

#### **2. Changes to the Term of Use:**

Revisions to this policy will be made available with an effective date in the Policies and Procedures Manual and published on all Centureon Institute website pages.

#### **3. Privacy Policy:**

All information collected on Centureon Institute website(s) is subject to the Centureon Institute Privacy Policy, which governs the storage, protection, sharing, and utilization of personal information.

#### **4. Copyright:**

The content of Centureon Institute website(s) is protected by United States and international copyright laws. Unauthorized reproduction, distribution, modification, or transmission of website materials is prohibited.

#### **5. Centureon Institute Website(s) Content Intent:**

The website(s) serve as a source of general information regarding the educational programs and services offered by Centureon Institute. Visitors are encouraged to schedule appointments for detailed information before making decisions.

#### **6. Links to Third-Party Sites:**

Visitors are advised to use caution when accessing third-party websites linked on Centureon Institute's website(s), as they operate under their own privacy policies.

#### **7. Frames and Links:**

Centureon Institute website content may not be framed on other websites, and links must open in new browser windows. Establishing links implying association, approval, or endorsement by Centureon Institute is prohibited without express written consent.

#### **8. Comments and Concerns:**

Centureon Institute welcomes comments and concerns regarding the Terms of Use and Privacy Policy, which can be submitted via email to [INFO@CENTUREON.EDU](mailto:INFO@CENTUREON.EDU)

#### **Budget:**

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

#### **Evaluation:**

This policy is annually evaluated through surveys collected from administrative and academic personnel and Institutional and Occupational Advisory Committee members. Evaluation reports are presented annually at strategic meetings and filed electronically along with meeting minutes.

#### **Revisions:**

Revisions to this policy are approved at strategic meetings and communicated to personnel via email. Updated versions are published in the school's Policies and Procedures Manual.

#### **Policy Availability:**

Policies and procedures are available for review in the Policies and Procedures Manual at the Administrative Office during business hours. New personnel receive access to the electronic version of the manual during orientation.