RENT Iowa Technology Services Usage Policy for Internet Service

Purpose
The purpose of this policy is to outline the acceptable use of Internet service provided by RENT Iowa Technology Services (RI Tech) and your property manager. This policy is enacted to protect users, property manager and RI Tech and ensure quality of service along with intellectual property protection.

Privacy & Confidentiality
RI Tech gathers information from you to allow you access to the Internet service. This information is required prior to access being granted. We gather information on usage to determine compliance with this usage policy, not to determine content viewed or accessed. Content sharing & access will be gathered in the event of violation of intellectual rights/copyrights, for legal action.

Information Sharing and Disclosure
- Information regarding aggregate usage will be shared with RI Tech's clients (property managers). Personally identifiable information will be shared with our clients in the event of violation of this usage policy.
- If requested by RI Tech's clients, we may share personally identifiable information such as your registered email address and telephone number.

Legal Disclaimer
We reserve the right to disclose your personally identifiable information as required by law and when we believe that disclosure is necessary to protect our rights and/or comply with a judicial proceeding, court order, or legal process served on us.

Requirements for Use
Internet service is provided by your property manager for web browsing, email access and Instant Messaging. For access to the Internet via RI Tech's network, users agree to:
- Provide equipment for their personal access, including computers and peripherals, wireless/wired adapters, cords, power, etc.
- Maintain their computer to limit virus and spyware infections through the use of antivirus and antispyware software.
- Register the MAC (physical) address of their wireless/wired adapter for access to the network.
- Notify RI Tech regarding service problems with the network. Service of the network and of problems related to the RI Tech network are provided free of charge, problems caused by the user's computer will require payment for repair by RI Tech.
- Avoid use of peer to peer file sharing and any other download type of programs which negatively affect network performance.
- Not download or share intellectual property/copyrighted material for which the user has not been granted rights to share.
- Comply with this usage policy.

Unacceptable Use

Users are prohibited from engaging in any activity illegal under local, state, federal, or international law or in violation of RI Tech policy. Unacceptable use includes the following categories; however this list is not exhaustive, merely providing a framework for users to better understand various unacceptable uses.

Excessive Use

Internet service is provided for all tenants. Individual users may be required to halt or suspend activities which degrade performance for other users.

Unacceptable System and Network Activities

Unacceptable system and network activities include:

- Engaging in or effecting security breaches or malicious use of network communication.
- Engaging in activities intended to hide the user's identity, to purposefully increase network traffic, or other activities that purposefully endanger or create nuisance traffic for the network or systems attached to the network.
- Circumventing user authentication or accessing data or systems that the user is not expressly authorized to access.
- Interfering with or denying service to another user on the network or using the service to interfere with or deny service to persons outside the network.
- Use of network for daily business activities. The network is designed for personal use only.
- Use of network to violate the ethical and legal rights of any person or company protected by copyright, trade secret, patent, or other intellectual property, or similar laws or regulations. Violations include, but are not limited to:
  - Except as provided by fair use principles, engaging in unauthorized copying, distribution, display or publishing of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books, or other copyrighted sources; copyrighted music or video; and the installation or dissemination of any copyrighted software without an appropriate license.

Inappropriate or Malicious Use

Inappropriate or malicious use includes:

- Setting up file sharing in which protected intellectual property/copyrighted material is illegally shared.
- Intentionally introducing malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
- Running any peer to peer file sharing programs without prior approval from RI Tech.

Enforcement

Violation of this usage policy will result in:

1. First Offense: Suspension of access to the network will occur for all user's registered devices. User & property manager will be notified via phone or email regarding the offense. Upon affirmative notice from the tenant of his/her intention to halt the activity leading to the violation and payment of a $50 fine to RI Tech, access will be restored within 1 business day.
2. Second Offense: Suspension of access to the network will occur for all user's registered devices. User & property manager will be notified via phone or email regarding the offense. Upon affirmative notice from the tenant of his/her intention to halt the activity leading to the violation, payment of a $100 fine to RI Tech and approval of the property manager, access will be restored with 1 business day.
3. Third Offense: Permanent suspension of access to the network will occur and user & property manager will be notified in writing regarding the suspension.

4. Appeals regarding suspension of access may be presented to the property manager and payment of a $250 fine paid to RI Tech will be required if access will be granted to the service again.