

1- Overview

TEFL Wonderland-Brilliant Minds is specialized in offering synchronous and asynchronous training courses, facilitation, accessibility, consultation and course development services. The company trades under the names: *Brilliant Minds*, *Brilliant Minds Learning* and *TEFL Wonderland*. The website (TEFLWonderland.com) along with all the displayed or embedded digital content and materials are owned and operated by TEFL Wonderland-Brilliant Minds.

TEFL Wonderland-Brilliant Minds is committed to protecting their learners, customers, employees, consultants and partners from damaging or illegal actions.

2- Purpose

The purpose of this policy is to outline the acceptable use of TEFL Wonderland-Brilliant Minds' resources and to mitigate the risks associated with inappropriate or unauthorized use.

This policy is vital for establishing acceptable practices regarding the use of company technology and resources. This will guarantee keeping our IT environments healthy (highly performing, up and running), protecting our course content, and ensuring the confidentiality, integrity and availability of created, collected, and maintained information.

3- Scope

For the purpose of this policy, technology includes, but is not limited to, websites, social media, blogs, courses, network, devices, internet, software, systems, email, storage, digital contents, and related equipment.

All proprietary information - including reports, drawings, blueprints, course content, images, videos, sounds, software codes, computer programs, data, writings, website, ideas, slogans, technical information, etc. - developed by TEFL Wonderland – Brilliant Minds is the property of the company.

Users include tutors, assessors, consultants, learners and website visitors. Users of company technology must respect the rights of other users, respect the integrity of the company technology, and observe all relevant laws and regulations.

TEFL Wonderland – Brilliant Minds' technology and resources are provided to facilitate company business and should not be used for users' personal financial gain.

All users must comply with this policy at all times and ensure that their use of the company technology does not jeopardize the interests of the company, its confidential Information, or any personal information.

4- Acceptable Use

Access to TEFL Wonderland – Brilliant Minds’ IT systems/courses is controlled by the use of user IDs and passwords. All user IDs and password are uniquely assigned to named individuals, who are thus accountable for all their actions on the company IT systems.

The company provides technology to users for legitimate business purposes. Users are expected to exercise fair usage, good judgment, and professionalism in the use of all company technology.

5- Unacceptable Use (Prohibited use)

Users must not:

- Allow anyone else to use their ID/password on any of TEFL Wonderland-Brilliant Minds’ IT systems.
- Use someone else’s user ID and password to access the company’s IT systems.
- Perform any unauthorized changes to the company’s technology.
- Post, comment, discuss, transfer, upload, communicate or create any religious, political, fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, libelous, slanderous, threatening, abusive, defamatory, or otherwise unlawful or inappropriate materials.
- Use the company technology in an excessive, extensive or unusual manner to degrade performance, compromise information technology environments or overload network and servers.
- Access the company technology for any illegal activity.
- Embarrass company personnel or jeopardize the company’s reputation.
- Access, use, share, download, store, disclose or transmit material that infringe any copyright, trademark, IPR (Intellectual Property Rights) or other proprietary rights, confidential company information, etc. Confidential information includes, but is not limited to, company copyrighted materials, trade secrets, intellectual property, financial information, customer information, user information, or other similar materials that would be considered confidential in nature.
- Post or transmit proprietary or confidential information related to users, clients, suppliers, vendors, allied parties, or other third parties.
- Use company technology and resources in a manner that violates applicable laws, including without limitation, those laws related to discrimination, harassment, privacy, financial disclosure, intellectual property, proprietary information, defamation, and criminal laws.

- Perform any scanning or information gathering related to company technology. This includes, but is not limited to, port scanning, security scanning, network sniffing, keystroke logging, or other information gathering techniques.
- Send unsolicited or fishing emails.
- Install or use peer-to-peer file-sharing programs or access those types of networks.
- Deliberately propagate a virus, malware, or any other malicious program code.
- Download, install, or run security programs or utilities that reveal or exploit weakness in the security of the company technology. These include, but are not limited to, password cracking programs, packet sniffers, and port scanners.

6- Enforcement

Users must comply with all applicable laws, rules, and regulations in connection with the use of TEFL Wonderland – Brilliant Minds services and resources. Any material or conduct, that in our judgment violates this policy in any manner, may result in suspension or termination of the services or removal of user's account with or without notice.

Users are expected to respect and comply with all legal protections provided by patents, copyrights, trademarks, and intellectual property rights for any software and/or materials viewed, used, or obtained using TEFL Wonderland – Brilliant Minds' technology and resources.

If company technology is used for any of the aforementioned unacceptable uses, the user will be subject to contract cancellation and legal responsibility.

7- Monitoring

The company maintains ownership over all company technology, data and digital content created, sent, received or stored on or using company technology.

Subject to compliance with applicable laws, the company reserves the right to and may from time to time inspect, access, audit, monitor and/or record users' use of and access to company technology and any information accessed, created, modified, stored, sent, received, copied, manipulated or otherwise handled in any way, by or through any company technology, at any time, in its sole discretion, without notice to any user.

These actions will be performed only as reasonably necessary to ensure compliance with this policy and other company policies, to detect and prevent disclosure, loss or theft of confidential information, personal information, or other misconduct. These actions will also be performed to conduct investigations into suspected inappropriate or unlawful activity, to meet legal disclosure, document protection, and other compliance requirements.

8- Security and Confidentiality

The company reserves the right to implement controls in respect of company technology at any time in its sole discretion where it is deemed necessary to protect the security of the company technology, confidential information, personal information or other assets. Users may not block, uninstall or otherwise interfere with such controls.

Users must maintain basic controls to prevent company technology assets from being misused or stolen, and to avoid potential security breaches, leaking of confidential or personal information.

Users must maintain confidentiality and exclusive control of authentication credentials (username, password, Student ID, ...etc.) used to access the company technology. Credentials must not be shared with others at any time or left in a place where an unauthorized person might find them. If a user has reason to believe that their password has been compromised or discovered by another person, the user must immediately change their password.

The company reserves the right to revoke access to, or use of, any or all of the company technology at any time in its sole discretion. Access to company technology will be revoked immediately for any user not adhering to this policy.

9- Breaches and Investigations

Users must immediately notify the company of any suspected breach of this policy at compliance@brilliantmindslearning.com. The company will investigate any reasonably suspected breach of this policy promptly and impartially. Users are expected to cooperate with incident investigations, including any federal or state investigations.

Any breach of this policy will be treated with the utmost seriousness and will result in immediate contract termination with no refund and legal responsibility on the user.

10- Review of Policy

We reserve the right to change our policies from time to time when deemed necessary or when required by law. Any changes will be posted on our website, and enrolled users will be notified by email. You will be deemed to have read and accepted our policies, terms and conditions when you are using our website(s), our premises, our venues, or contracted with us.

This policy is reviewed annually. The next review date will be April 2023