

Acceptable Use Policy (AUP)

Horizon Music Recording, Inc. (Phase 3)

This AUP establishes the standards and expected uses of Horizon Music Recording's ("Horizon", "the Company") equipment and infrastructure for all users and guests. By using any of Horizon's systems, be it physical or digital, you agree to these standards. Any violation of this policy is punishable by administrative action or termination depending on the degree of violation.

Applicability

- Individual users – Employees that have computers assigned as a private or individual work station
- General users (employees) – Employees that have no personal assigned computer or work station but use general systems
- General users (clients) – Clients of Horizon that use general systems and have no personal computer
- General users (guests) – Maintenance and subcontracted individuals or companies

Users

Individual Users

Each member of the Horizon Music Recording is responsible for complying with this policy and any other Horizon policy, Federal or State law, or contract regarding the use of computing and telecommunication technologies and/or electronic communication.

Unauthorized Use

Using Horizon's computer and telecommunications technologies with the intent to perform any of the following actions is strictly prohibited:

- Violating Federal or State harassment laws and policies
- Performing an electronic attack on other computers, accounts, and networks
- Transmitting fraudulent messages
- Generating, intentionally transmitting, or intentionally storing viruses, worms, or any other potentially harmful electronic programs or applications without permission
- Intentionally transmitting a large amount of non-Horizon related email or "SPAM" without permission
- Performing any type of illegal activity, including the transmitting, storing, copying, and printing of pornographic materials of minors, or making pornographic materials available to minors
- Using electronic resources for bullying or harassment
- Assuming the identity of any other person, persons, or organization

Workstations

Members of Horizon Music Recording will be provided with user accounts to access computing and telecommunication resources as necessary. These resources are provided to employees (i.e., faculty and staff). Horizon's employees are only provided with a single sign-on account for email and related services. Multiple accounts are not provided without written and approved justification from the Horizon IT help desk. These accounts are intended for individual use only. The sharing of these accounts with other Horizon and non-Horizon personnel is strictly prohibited. If users believe that their account has been compromised, they should contact the IT help desk immediately.

Recording Stations

No one shall remove or replace operating system or hardware of any Horizon computer without proper authorization. Designated ITS technicians are the only individuals authorized to reconfigure Horizon desktop and laptop computers. Users may not modify the hardware, operating system or application software of a Horizon computer unless they have been authorized to do so by ITS. Permission to modify the base operating systems can be obtained from the IT help desk.

Conference Rooms

Members of Horizon Music Recording will be provided with user accounts to access computing and telecommunication resources as necessary. These resources are provided to clients only. Horizon's clients are only provided with a single sign-on account for related services. Multiple accounts are not provided without written and approved justification from the Horizon IT President. These accounts are intended for client use only. The sharing of these accounts with other Horizon and non-Horizon personnel is strictly prohibited. If users believe that their account has been compromised, they should contact the IT help desk immediately.

General Users

Each contractor, guest, and/or client of the Horizon Music Recording is responsible for complying with this policy and any other Horizon policy, Federal or State law, or contract regarding the use of computing and telecommunication technologies and/or electronic communication.

Public Computers

Contractors, guests, and/or clients of the Horizon Music Recording will be provided with access to computing and telecommunication resources as necessary. These resources are provided to contractors, guests, and/or clients. This account is intended for individual use only. The sharing of this account with other contractors, guests, and/or clients is strictly prohibited.

Property Utilization

Building

Clients have access to resources in our physical location, including the recording studio, client break room, conference room, and restrooms. Failure to keep these shared resources clean and intact for other clients may result in this privilege being revoked. Any client or guest in need of assistance operating any equipment provided by the Company can ask any employee for help.

Studio time is assigned in four-hour blocks, scheduled in advance with the front office. Clients must not overstay their allotted time.

Vehicles

Clients may rent a van provided by the Company on an as-needed basis. Before using the rented vehicle, the front office will verify the condition of the van and the amount of fuel left in the van's gas tank. Clients will be responsible for replacing fuel used during the duration of their rental period.

Horizon will request a DMV driving history report for all clients renting the Company-provided vehicle. The Company reserves the right to decline a rental request for clients with a history of moving offenses or with any record of a DUI incident.

Equipment Utilization

Liability

All clients who borrow company owned equipment understand that it is their responsibility to return it to the same location at the end of the rental period, unless Horizon states otherwise. The equipment must be returned in the same condition it was in on the day it was rented. However, regular wear and tear are expected. In the event that the equipment is lost or destroyed during the rental period, the renter agrees to replace the equipment at their own expense.

Instruments and Recording Equipment

Client Owned Equipment

Clients may bring any personal music equipment to Horizon's physical property for use in the recording studio, with the exception of equipment that may be intrusive or dangerous.

Company Owned Equipment

Clients are trusted to use company owned equipment responsibly. Equipment should be used exclusively to complete the project on hand.

Computers

In order for Horizon to protect itself and its employees, the Company reserves the right to monitor all traffic that is transmitted through our network. Creation, access or storage of any sexually explicit or abusive content is strictly prohibited. Failure to comply will result in disciplinary actions.

Confidentiality

Personal Information

All client information will be kept secure and viewed only by Horizon personnel. Upon report of personal information leaked to press, the situation will be handled by Horizon's legal team.

Intellectual Property Rights and Copyright

Music produced or presented to Horizon becomes the sole property of Horizon Music Recording, Inc. No work shall be reproduced in any manner by contracted or previously contracted artists with another company without first purchasing copyright.

All media, including album art and videos, will be maintained on the Horizon servers and may be distributed via production division. Royalties will only be paid to currently contracted artists. Horizon's copyright share can be purchased on a case by case basis.

All copyright infringements will be handled by Horizon's legal division and may be assisted by personal council if desired.

Server Guidelines

Personal

All employees are expected to keep their personal computers consistently updated in accordance to the monthly update schedule. Failure to comply with the schedule may result in reduction of privilege or other company standard punishments. Updates can be checked manually by an advisor at any time during the work day.

Product

Unless access has been granted, employees and clients are prohibited from accessing files accessing files not in their home directories. Forging of any access keys and any tampering tampering of other files or directories will result in disciplinary actions, which may include include termination of access to the Company's servers.

Website

Clients are expected to use the company website as the main location for contacting an employee. All proper contact information will be listed on the Company's website as well as time slots for proper, planned contact. This contact information is meant only for important questions or statements. The Company advises all clients to read the Frequently Asked Questions (FAQ) section on the website before asking questions and to leave any comments in the proper forum location.

Legal Notice for Proscribed Activities Not Mentioned

All employees, clients, contractors, and guests of Horizon Music Recording, Inc., are bound by local and federal laws pertaining to harassment, civil rights, copyright, security and other statutes relating to electronic media. This document does not preclude enforcement under the laws and regulations of the United States of America.