

LTSG Information Technology Policies

(revised:11/18/2009)

Description

Information technology is an integral part of the seminary's mission and plays a key role in the future of theological education. Voice, data and video applications continue to be important in supporting the operations of the entire campus including the library, classrooms, offices and residence areas. In addition to enhancing opportunities for engaging in more effective research, for improving current course offerings and for expanding internal and external communications, the seminary is exploring ways of extending educational programs with information technology where these are appropriate.

An increasing number of courses feature Residential Course Web Sites as a way of enhancing the learning experience. Students registered for these courses supplement classroom experience with participation in electronic discussion groups, quizzes, and projects. Through personal computers with internet capability and from on campus locations, including public/student accessible areas in Valentine Hall and Wentz Library, students have on-line access to course materials and assignments, selected reserve readings, and links to recommended web sites.

Residential Course Web Sites are designed to increase access to course information, present material by means of multiple media (text, visuals, audio, etc.) reduce the production of handouts, and encourage interactive learning. Students are expected to make use of a Residential Course Web Site as faithfully as they would any other course resource and to complete all assignments connected with it.

Policy

Lutheran Theological Seminary at Gettysburg (LTSG) is responsible for securing its information technology resources in a reasonable and economically feasible degree against unauthorized access and/or abuse, while making them accessible for authorized and legitimate users. This responsibility includes informing users of expected standards of conduct and the punitive measures for not adhering to them. Any attempt to violate the provisions of this policy will result in disciplinary action in the form of temporary revocation of user privileges, regardless of the success or failure of the attempt. Permanent revocations can result from disciplinary actions taken by the administration when called upon to investigate resource abuses.

The users of information technology resources are responsible for and expected to respect and adhere to local, state, federal and international laws as well as the tenants outlined in student and faculty handbooks of the seminary. Any attempt to break laws through the use of the resources may result in litigation against the offender by the proper authorities. If such an event should occur, this organization will fully comply with the authorities to provide any information necessary for the litigation process.

General Computing and Network Policy

Users are solely responsible for all of their actions while using LTSG information technology resources.

- 1.1 Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent is prohibited.
- 1.2 Attempts to evade or change resource security are prohibited.
- 1.3 Continued impedance of other users through mass consumption of system resources, after receipt of a request to cease such activity, is prohibited.
- 1.4 Use of facilities and/or services for commercial purposes is prohibited.
- 1.5 Any unauthorized, deliberate action that damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is a violation regardless of system location or time duration.
- 1.6 Use of systems and/or networks in attempts to gain unauthorized access to remote systems is prohibited.
- 1.7 Use of systems and/or networks to connect to other systems, in evasion of the physical limitations of the local and/or remote system, is prohibited.
- 1.8 Decryption of system or user passwords is prohibited.
- 1.9 The copying or deleting of system files is prohibited.

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- 1.10 The copying of copyrighted materials, such as third-party software, without the expressed written permission of the owner or the proper license, is prohibited. This includes the use of Peer to Peer (P2P) software to illegally download material that is under copyright protection.
- 1.11 Intentional attempts to "crash" network systems or programs are punishable disciplinary offenses.
- 1.12 Any attempts to secure a higher level of privilege on Network systems are punishable disciplinary offenses
- 1.13 The willful introduction of computer "viruses" or other disruptive/destructive programs into the organization network or into external networks is prohibited.
- 1.14 Technical support is provided for all seminary purchased and licensed software packages. No support is available for software that is individually purchased and licensed.

Electronic Mail Policy

Whenever you send electronic mail, your name and user id are included in each mail message. You are responsible for all electronic mail originating from your e-mail account. Therefore:

- 2.1 Electronic mail is a privilege and should be used responsibly. The main purpose for providing electronic mail at LTSG is for academic and administrative activities. Limited personal communication is expected, but misuse of the system for nonacademic/administrative reasons is not acceptable (such as sending messages to everyone on campus, chain letters, messages for personal gain, promotion, advertising, commerce, harassment, threats, profanity, or gossip).
- 2.2 Only the user's account/mailbox should be used on the mail system. Passwords should not be given to other people. The mailbox owners are responsible for all messages sent from their e-mail accounts.
- 2.3 The user should delete all messages from the mail system when they are no longer needed, as a finite amount of storage space is available for electronic mail. Any messages that the user wants to keep should be saved on her or his own hard drive or other device such as a USB drive. All mail older than 90 days is automatically deleted from the mail server.
- 2.4 Computer usage on the campus may be monitored. For the servers this includes recording the number of user logons, connection time and disk storage. For the network this includes monitoring the number of users, messages and space usage. For electronic mail this includes ensuring the delivery of messages within the seminary and to/from the Internet. However, user files and mail are intended to be private. Seminary Information Technology personnel and associated vendors are expected to maintain appropriate confidentiality and privacy of user and seminary information and system facilities. The user's files will only be examined when authorized by the owner of the file, or required for technological upgrading, maintenance, or troubleshooting, or required by local, state, or federal law.
- 2.5 To attempt forging (or actual forging) of electronic mail messages is prohibited.
- 2.6 To attempt reading, deleting, copying, or modifying the files or electronic mail of other users is prohibited.
- 2.7 To attempt sending harassing, obscene and/or other threatening e-mail to another user is prohibited.
- 2.8 To attempt sending unsolicited junk mail, "for-profit" messages or chain letters is prohibited.

Sanctions

If a user violates these guidelines, the matter will be discussed with the user to be sure the user understands the guidelines and the reasons for them. If the first offense is a major offense, then it will be sent directly to the senior administrative individual responsible for the user's functional area. The first minor violation will be documented by the user's immediate manager in the case of seminary personnel and logged with the Director of Information Technology. On the second offense, that matter along with the first violation will be brought to the attention of the senior administrative individual responsible for the user's functional area. Student violations will be handled through the Dean's Office acting as the senior administrative individual responsible for student information technology activities.

Please refer to the information Technology Department at the seminary web site, www.ltsg.edu for further information regarding technology and the seminary.