

Luther Seminary's Electronic Communications Policy

Statement of Policy

Luther Seminary is committed to providing an environment that encourages the use of computers and electronic communications as essential tools to support the instructional, research, administrative, and other work or mission related activities of the Seminary.

In utilizing the Seminary's computers and electronic communications systems, such as electronic mail and access to the Internet, it is important for all users to be aware of the Seminary's policy regarding responsible use. It is the responsibility of each user to ensure that this technology is used for proper and lawful purposes and in a manner that is responsible and does not compromise the confidentiality of sensitive information, the security of the Seminary's systems or the reputation, policies or mission of the seminary.

Computer Systems in General

Systems Security

Computer resources are property of the Seminary and are to be protected from unauthorized access, use, modification, destruction or disclosure. An active terminal should not be left unattended for any extended period of time, such as, for example, overnight or while the user is otherwise away from the office for several hours. Individual passwords for computers are confidential and should not be shared or posted. If someone else learns a user's password, the password should be changed immediately. Each user is responsible for activity performed using the user's password with such user's knowledge and consent. No user should attempt to obtain access to another user's documents without prior authorization.

Software License Restrictions and Copyright Laws

Most proprietary software licenses have legal restrictions prohibiting unauthorized use and copying. It is the responsibility of each user to ensure compliance with all copyright and other laws and license restrictions before downloading or receiving software from any source. In addition, software may not be downloaded or received on a Seminary computer, including software available on the Internet, unless it is approved in advance by Computer Services. Only personnel authorized by Computer Services may load software onto any Seminary computer, connect any hardware or other equipment to any Seminary computer, or move or change any Seminary computer equipment.

In addition, information posted, viewed or downloaded from the Internet may be protected by copyright, trademark, piracy or other laws. Reproduction of protected information is permitted only if such reproduction is (1) a fair use or (2) based on express permission given by the

copyright owner or authorized agent that is on file with Computer Services at the Seminary or (3) in compliance with use or permission guidelines posted by the owner or authorized agent of the information. It is each user's responsibility to comply with applicable copyright and other legal restrictions and posted use or permission guidelines.

Virus Protection

All files originating from a source outside of the Seminary, including files obtained over the Internet must be checked for possible computer viruses before being downloaded onto a Seminary computer. The virus-checking software on each Seminary computer will ordinarily perform this check automatically. Users should contact Computer Services before downloading a file that may pose a particular risk for any reason.

Compliance Required

All users must comply with the Seminary's Electronic Communications Policy. Violation of the policy may result in discipline, up to and including termination of employment or dismissal from the Seminary. Alumni and other constituents may lose privileges to use the seminary's electronic communications.

Responsible Use of Electronic Communication

(includes, but not limited to e-mail, instant messaging, chat and threaded discussions)

Electronic communications FOR EMPLOYEES should be used for work-related purposes

The principal purpose of electronic communication is to facilitate instructional, research, administrative, and other work or mission related communications by and among Seminary employees and students. While the Seminary permits reasonable personal use of electronic communication, such use must not interfere with an employee's work responsibilities or disrupt the work of other users. Users should not ordinarily use e-mail to widely broadcast chain letters, "bulk" e-mail (or "spam"), or other non-work related messages. Electronic communication should not be used for personal monetary gain or outside commercial purposes or for any political purpose, unless approved by the Seminary.

Standards of confidentiality and security must be observed

Communication, which contains confidential information, must be treated as confidential. Users may not share passwords, provide e-mail access to an unauthorized person, or access another user's account without authorization.

Offensive, demeaning, harassing, defamatory or disruptive communications are prohibited

Electronic communications should conform to the same standards of propriety and respect as any other verbal or written communication at the Seminary. Offensive, demeaning, harassing, defamatory or disruptive messages are prohibited. This includes, but is not limited to, messages that are inconsistent with the Seminary's Faculty, Staff and Student Handbook guidelines and "Sexual Harassment Policy". Users who become aware of or receive prohibited messages should notify Computer Services. Inappropriate use of electronic communications may be grounds for discipline, up to and including termination of employment or dismissal from the Seminary.

Users are responsible for eliminating inappropriate communications sent into the Seminary from an outside source

All electronic communication sent or received on a Seminary computer is subject to the same standards of propriety and respect. This includes communications sent to the Seminary over the Internet from a source outside of the Seminary. When receiving communication from outside sources, users have the responsibility of immediately deleting all messages that falls below the Seminary's standards as articulated above, including all pornographic, obscene, and sexually explicit communications. The prohibited communication should be deleted before the content of the communication is viewed, if possible. Users also have the responsibility of ensuring that others do not see the prohibited content.

Responsible Use of the Internet

Internet USE

The Seminary's connection to the Internet is principally for instructional, research, administrative, and other work or mission-related purposes. Any unauthorized use of the Internet is prohibited. Unauthorized uses include, but are not limited to, posting, viewing, downloading, or otherwise transmitting or receiving offensive, defamatory, pornographic or sexually explicit material; engaging in computer "hacking" or other related activities; or attempting to disable or compromise the security of information on any computer. While the Seminary permits reasonable use of its Internet connection for personal reasons, such use should not interfere with an employee's work responsibilities, diminish an employee's work efforts, or disrupt the work of other users. For this reason, use of the Internet for personal reasons during an employee's work hours is generally inappropriate.

Participation in work-related Internet discussion groups is permitted with certain restrictions

Users may participate in work or mission-related Internet discussion groups using the Seminary's computers and electronic communications systems, but only to the extent that such participation (1) does not reflect adversely on the Seminary, (2) is consistent with all the Seminary's standards and policies, including those regarding confidential information and public statements, and (3) does not express any position that is, or may be interpreted as, inconsistent with any position taken by the Seminary or that purports to be, or may be interpreted to be the official position of the Seminary. Users who participate in work-related Internet discussion groups are responsible

for ensuring that all information provided by them is accurate and that any personal opinions expressed are clearly identified as "personal" and not the opinion of the Seminary. Defamatory statements or ad hominem attacks are strictly prohibited. Any other posting using the Seminary's name or otherwise identifying the Seminary must be approved in advance by the Academic Dean, the Dean of Students, the Vice President for Advancement, the Vice President for Administration and Finance or the President.

Take precautions when providing or receiving information over the Internet

A user should never provide confidential, proprietary or restricted information about the Seminary over the Internet without the Seminary's prior written consent. This includes but is not limited to information about employees, students, organizational structure, strategic plans, and financial data. Because it is possible for users to hide their true identity on the Internet, contacts made over the Internet should not be trusted with any Seminary information, whether confidential or not, unless a due diligence process has first been performed.

Information obtained from the Internet is not subject to quality controls and should be verified by an independent source before being relied upon. Not all sources on the Internet provide information that is accurate, complete, current or even legal. The Seminary neither monitors nor controls information accessible through the Internet and cannot be held responsible for its content or use.

Users may not HOST Servers

Only authorized personnel may establish servers or other external network connections. Because other connections may cause unauthorized access to the Seminary's systems and information, they are strictly prohibited.

The Seminary may monitor Internet usage

The Seminary reserves the right to monitor Internet usage at its discretion.