

Use of Computers and Networks

The Seminary provides employees access to several forms of electronic media and services. These include computers, e-mail, telephones, voicemail, fax machines, external electronic bulletin boards, wire services, online services, intranet, and Internet. Electronic media and other services provided are the property of the Seminary, and their purpose is to facilitate and support seminary business. All employees have the responsibility to use these resources in a professional, ethical, and lawful manner.

As such, new employees will receive a more detailed Information Technology Policy when hired and a form to sign acknowledging receipt and understanding of the policy. Those employees receiving a Seminary laptop will need to sign a "Use of Hardware" acknowledgement. Following are guidelines for using the Seminary's electronic media and services:

Personal E-mail and Phone Use

The resources and services provided by the Seminary are primarily for business use to support employees in their Seminary-related work. Limited, occasional, or incidental use of resources for personal, non-business purposes is acceptable, provided it is conducted in a way that does not negatively affect the system's use for business purposes. All employees are expected to demonstrate a sense of responsibility and not abuse this privilege.

Confidential Information

Employees must respect the confidentiality of other individuals' electronic communications. Except in cases in which explicit authorization has been granted by the president, all employees are prohibited from engaging in, or attempting to engage in:

- monitoring or intercepting the files or electronic communications of faculty, other employees, or third parties;
- hacking or obtaining access to systems or accounts they are not authorized to use;
- using other people's log-ins or passwords; and
- breaching, testing, or monitoring computer or network security measures.

No e-mail or other electronic communications may be sent with an attempt to hide the identity of the sender or to represent the sender as someone else.

Security and Monitoring of Internet/Intranet Usage

Users should not assume that electronic communications are completely private. The Seminary generally does not review electronic information created and/or communicated by an employee using e-mail, word processing, utility programs, spreadsheets, voicemail, telephones, Internet, and bulletin-board system access. However, the Seminary may routinely gather logs for electronic activities (for example, telephone numbers dialed, sites accessed, call length, and time at which calls are made), for the purposes of cost analysis; resource allocation; optimum technical management of information resources; and detecting patterns of use that indicate employees are violating company policies or engaging in illegal activity.

In accordance with the Seminary's anti-discrimination and anti-harassment policies and its Code of Conduct, electronic media cannot be used for knowingly transmitting, receiving, retrieving, or storing any communication that is:

- discriminatory or harassing;
- derogatory to any individual or group;
- defamatory or threatening;
- in violation of any license governing the use of software; or
- engaged in for any purpose that is illegal or contrary to the Seminary's business interests or policy.