# Technology Policy for Students and Guests of Garrett‐Evangelical Theological Seminary

## Purpose

The Seminary provides students and guests access to several forms of electronic media and services. These include computers, e‐mail, telephones, voicemail, fax machines, online services, intranet, the Internet, and other services. Electronic media and other services provided by the Seminary are Seminary property and their purpose is to facilitate and support learning at the Seminary. All users have the responsibility to use these resources in a professional, ethical, and lawful manner.

For purposes of this policy, the term “users” shall refer to any student or guest who makes use of equipment or access electronic media and services provided by or under the auspices of the Seminary.

The following are guidelines and general principles for using the Seminary’s electronic media and services. This is not intended to be a guideline and not an exhaustive list of all possibilities. When in doubt, seek guidance.

## Compliance with Northwestern University Policies

The Seminary relies on a partnership with Northwestern University to provide access to the Internet, libraries, wireless, and other services. The Seminary also relies on the University’s IT system to provide the first line of security to the Seminary’s network and its operation. It is the responsibility of all Seminary IT students and guests to respect the University’s policies and utilize the system in a manner that contributes to the safe and secure operation of the system, maintaining the integrity of the Seminary’s policies. Additional information regarding Northwestern University’s polices, practices and procedures is located at <http://www.it.northwestern.edu/policies/index.html>.

## Prohibited Activity

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 or the policy of Northwestern University.

## Access to User Communications

Users should not assume electronic communications are completely private. The Seminary generally does not review electronic information created and/or communicated by users including e‐mail, word processing, utility programs, spreadsheets, voicemail, telephones, Internet and bulletin board system access, but reserves the right to access these and other services based on the sole digression of the Seminary to protect the integrity of the systems and protect legitimate users from the effects of unauthorized or improper use of these facilities/resources. This authority may be exercised with or without notice to the user. The Seminary disclaims responsibility for any loss or damage to data or software or any other claimed losses or damages, and the user specifically waives any right to any and all losses and/or damages by using the seminary’s resources that results from its efforts to enforce these rules.

## Security and Appropriate Use

Users must respect the confidentiality of other individuals' electronic communications. All users are prohibited from engaging in, or attempting to engage in:

* Monitoring or intercepting the files or electronic communications of 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.
* Breaching, testing, or monitoring computer or network security measures.
* Any other circumvention or misuse of systems.

## Student Workers

As a student worker, please refer to the Employee Technology Policy and ensure you comply with it.

## Violations

Violations of this policy may result in loss of access to Seminary systems, expulsion, termination of employment, or such other action as the Northwestern and Garrett determines appropriate to the circumstances.

## Agreement on the Use of Technology

I have read, understand, and agree to comply with the policies, rules, and conditions governing the use of the Seminary's computers, telecommunications equipment, and services. I understand I have no expectation of privacy when I use any of the services. I am aware that violations of this guideline on appropriate use may subject me to disciplinary action. I further understand that my use of the e‐mail and Internet may reflect on the image of Garrett‐Evangelical Theological Seminary to our constituents, customers, competitors and suppliers, and that I have responsibility to maintain a positive

representation of the Seminary. Furthermore, I understand that this policy can be amended at any time and that such amendments will be communicated to me via my Garrett.edu email address within fourteen days of amendment.

Dated: \_\_\_\_\_\_\_\_\_

[Signature of user]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Printed name of user]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_