

## Computer Technology Use Guidelines

Louisville Presbyterian Theological Seminary provides computer technology and support to the members of its faculty, administration, and student body for the enhancement of their work in service to the Seminary's stated mission. The Seminary is committed to a high standard of computer resources by maintaining a continuous and timely upgrade of hardware and software as job responsibilities and institutional goals require.

Inasmuch as this technology can be employed for a variety of purposes some of which are unrelated to this mission, it is prudent that the Seminary community share a common understanding of what represents appropriate expectations and use of the school's electronic resources and equipment.

**Communications:** Web-based e-mail should be the normal vehicle for written communication within the Seminary community. Therefore, documents like memos, announcements and committee meeting minutes should be distributed by e-mail rather than in paper form, and all faculty, administrators, staff and students must take advantage of training in the use of such e-mail.

**Academic Commitments:** The Seminary is committed to providing computer training and resources to support teaching, learning and research by faculty and students.

## Training

**For E-mail and Research via databases, Morgan and the Web:** The library staff will provide regular opportunities each year for faculty and students to develop their skills in using Web-based e-mail as well as the library catalog, databases, and the Internet. This instruction is voluntary. However, because the use of all these resources are considered basic to communication within the Seminary community and fundamental to competent research in the curriculum, all faculty and students are expected to take advantage of these instructional opportunities when they are made available.

**For Instructional Use of Electronic Media:** The library staff will provide training to faculty in the use of presentation software as well as the use of websites and social media for instructional purposes. This will include one-on-one tutoring of faculty when appropriate, although wherever feasible such training should occur in small groups to take best advantage of the limited support staff available. Support staff are not expected to create presentations for faculty, but they will work with faculty to develop presentations, including even attending some class sessions to help faculty analyze where electronic media might best be incorporated into the teaching event.

**Classroom Assignments:** The library provides training in the various electronic resources on campus and equipment for access to those resources. A computer classroom and additional computers in the library's reference room allow student access to the Internet, to their e-mail accounts, to Microsoft Word software, and to several research databases outlined in the Guide to the Library.

Faculty can assume such access in their assignments and expect communication through such media wherever appropriate. In turn, it is a legitimate expectation of students to anticipate timely response from faculty members to students' e-mail to faculty, and it is appropriate for the library staff to expect students to take full advantage of announced instructional opportunities for students to learn how to use these electronic media and databases. The library staff will make every effort to be accommodating to questions students have concerning the use of these resources. But because of limited staff resources, the staff cannot provide individual tutorials to students without prior appointment.

## **Administrative Commitments**

**Support:** The computer systems staff is responsible for maintaining hardware, the Local Area Network (LAN), the web server, and high-speed transmission lines, and for backing up program files. The Library's Instructional Technology Administrator provides "help desk" assistance to users regarding individual applications. It is the responsibility of individual users to acquire and cultivate basic competency skills and to back up onto the LAN data stored on individual machines. Only Seminary-purchased software will be supported. Individual users are not to install any personal software on any Seminary computer.

**Use:** The wiring infrastructure installed to support the LAN also provides the opportunity for staff and administrators to access the Internet for information that relates to their Seminary responsibilities. As with other forms of technology (telephones, copiers, fax machines, etc.), employees are expected to limit their use to Seminary purposes during working hours. Employees who wish to make personal use of Web resources should restrict such use to before or after normal Seminary business hours or during lunch. Requests for exceptions to this practice should be addressed to the employee's supervisor.

**Downloads:** Downloading material from the Internet should be very limited. Due to the amount of space that can be consumed by downloaded material, as well as the potential for importing computer "viruses," if an employee is in doubt whether such an activity is safe and a prudent use of Seminary resources, the Information Systems Director should be consulted before the material is downloaded.

**LPTS Website:** The Seminary maintains an official website at the following address: <http://www.lpts.edu>. From its inception it was designed primarily as a tool for communicating with prospective students and for disseminating information for the

public. The Website Workgroup is responsible for editorial oversight, the implementation of directives, and the routing of e-mail not specifically addressed to a particular office. It is the responsibility, moreover, of all departments to monitor for accuracy and currency the content of the information they have contributed to the website. The Seminary also maintains an Intranet site, accessible from the Seminary Home page, for the convenience of the Seminary community. Various forms, handbooks, and other documents of use are posted on this site.

**Public Accountability:** The Seminary does not endorse any use of computer equipment that violates the laws of the United States, including laws governing intellectual property. Members of the community use this equipment as an exercise of a privilege and not a right within the jurisdiction of this statement of accountability.

**Wireless Accessibility:** The Seminary provides wireless Internet access in several academic buildings on campus, including Laws Lodge. Access is limited to members of the Seminary community and guests. Terms and conditions for wireless use are posted on the wireless network welcome page and must be agreed to before connectivity can be made. The Seminary makes no guarantee as to available bandwidth when accessing the wireless network.

## **Use of Gardencourt Electronic Piano**

For occasions when music is needed within Gardencourt, the Seminary owns an electronic piano that, although not easily moveable, has been outfitted with wheels to allow for some portability.

If you wish to use this instrument for a class or Seminary event within Gardencourt, please request it five (5) working days in advance using a Facilities Reservation Form available online. Please note that in deference to our neighbors, the piano will not be used outside of Gardencourt in compliance with our policy to forego amplified music outside the Gardencourt building.