



# **Information Technology Guide For Employees**

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## INTRODUCTION

Through its Department of Library and Information Technology Services (LITS), Louisville Seminary provides technological resources and support services for employees and students in order to enhance their work in support of the Seminary's stated mission. It is important for members of the Seminary community to have a common understanding of appropriate expectations and proper use of these resources and services. This guide contributes to that understanding by articulating policy and providing basic information about using the resources and services appropriately and effectively.

In general, technological resources and services at the Seminary include:

- a networked infrastructure and hardware and software adequate to support mission-related communication and computing needs
- classroom presentation equipment and technologies
- research databases and other educational technologies
- wired and wireless connections to campus networks and the Internet from specified locations on campus
- email accounts for employees and degree-seeking students
- training and assistance in the use of Seminary-supported equipment and technologies

These resources and services do not include:

- residential Internet services
- full technical support for computers that are not owned by the Seminary

NOTE: Although we do not have enough staff resources to provide full technical support for personal computers that are not owned by the Seminary, we offer limited *diagnostic* support upon request as we are able.

## RESOURCES

The LITS Department provides a computer and printer for every employee who needs one to carry out job responsibilities effectively. The default issue is a desktop computer, but faculty and some administrators receive laptop computers instead in order to interface with presentation technologies and to work while traveling. Computers provided by the Seminary are Seminary property to be used for the fulfillment of job responsibilities.

All software applications provided and supported by the Seminary are legally licensed and compatible with Windows XP, 2000, Vista, and 7. Applications installed on Seminary-owned computers include Microsoft Office (Word, Excel, PowerPoint, Outlook), Adobe Acrobat Reader, Symantec Endpoint Protection, and WinZip. Employees who need additional software to carry out their job responsibilities should contact Systems Director, Jack Sharer ([jsharer@lpts.edu](mailto:jsharer@lpts.edu)). All installation of software on Seminary computers must be performed by IT staff. This policy has proved its worth by greatly reducing software incompatibility issues, data corruption, and other problems that in the past have resulted in great inconvenience for users and time-consuming repair work for IT staff.

Continuous and timely upgrades of Seminary hardware and software are accomplished as job responsibilities and institutional goals require and as budget permits. Normally, hardware used by employees is upgraded on a three-or-four-year cycle developed by the Systems Director. Software used by employees is updated as needed.

### **Faculty Technology Center (FTC)**

Located on the lower level of the library, the FTC provides additional computer equipment and software for creating presentations and other enhancements for teaching. Hours for the FTC are the same as [hours for the library](#). Equipment includes:

- Two computers: Resource1 and Resource2
- HP ScanJet XPA scanner
- Kodak DC280 Digital Camera

The digital camera is available for use only by faculty. It can be reserved through Norm Hollabaugh ([nhollabaugh@lpts.edu](mailto:nhollabaugh@lpts.edu)), Multimedia Specialist. The loan period will generally be one week, and the camera normally may not be taken out of the country. Hardware and software specifications for the two FTC computers are available [online](#).

Students may also use the equipment in the FTC to scan images for class assignments and class presentations. To do so, they must make an appointment with Carolyn Cardwell ([ccardwell@lpts.edu](mailto:ccardwell@lpts.edu)), Instructional Technology Administrator, or Norm Hollabaugh ([nhollabaugh@lpts.edu](mailto:nhollabaugh@lpts.edu)), Multimedia Specialist, and must bring portable media (blank CD or USB flash drive) on which to store scanned images. Students receive instruction or assistance if they need it but complete the work themselves. Faculty members normally have priority in the FTC, but, if a student is already scheduled when a faculty member arrives, the student has priority.

### **Computer Lab**

The campus Computer Lab, located in the Reference Room of the Ernest Miller White Library, has 12 computers and two laser printers for patron use. These computers are available during [library hours](#) for email, word processing, Internet access, and the use of research databases or software. Information regarding the applications and databases available on lab computers is available [online](#).

Downloading to the hard drives of lab computers is not permitted. Work completed on a lab computer that you wish to save should be saved to a CD or USB flash drive. Print jobs from the lab computers can be collected at the Circulation Desk at a cost of \$.05/page.

Children under the age of 12 who are family members of Seminary employees or students may use the lab if they are accompanied by an adult. Children over the age of 12 must register for a library card and show it before using lab resources. The Seminary does not accept responsibility for what any user (regardless of age) chooses to view on the Internet while in the Computer Lab.

The Computer Lab is intended primarily to enhance and supplement the education of Louisville Seminary students. The library staff has the right to request that a user of the Computer Lab yield to a Seminary student who is waiting to use it.

For help in the Computer Lab, you may contact Carolyn Cardwell ([ccardwell@lpts.edu](mailto:ccardwell@lpts.edu)), Instructional Technology Administrator, whose office is behind the projection screen in the lab, or Angela Morris ([amorris@lpts.edu](mailto:amorris@lpts.edu)), Head of Public Services and Reference Librarian, whose office is across from the Circulation Desk.

### **Equipment Available for Borrowing**

Laptop computers and portable digital projectors are available at the Circulation Desk of the library for short-term loan (typically, for five days with no renewal) on a first-come, first-served basis. To ensure that the equipment is available for a particular occasion, a laptop or projector may be reserved for checkout at a later time. A reserved laptop or projector will be checked out on the requested date, whether or not it is picked up on that date. Reservations of the equipment for presentations and conferences have priority.

If a borrowed laptop or digital projector is lost, destroyed, or damaged, a fine equivalent to the cost of replacement or repair will be charged. If any auxiliary equipment is not returned with the laptop or projector, a \$5.00 fine for each missing piece will be charged. If a missing piece is not returned within two days, it will be presumed lost, and the full cost of replacement will be charged. Pieces of equipment that belong in the case are tagged and listed on a card in the case.

Laptops for loan have recent versions of the following software installed: Microsoft Office Suite, Internet Explorer, Adobe Reader, and Symantec Endpoint Protection.

### **Multimedia Equipment**

All classrooms and many other meeting spaces on campus are equipped for voice amplification, multimedia presentations, and network access. This equipment must not be removed from the room in which it is located and may be used only for course instruction and other Seminary-sponsored educational presentations. Some spaces on campus have other types of multimedia equipment. Information about what is available where is available [online](#). Students who want to reserve a room and its equipment for educational presentations outside normal class times should make the proper arrangements through a faculty member. Policies and procedures related to the use of multimedia resources and services are provided in **Appendix I** of this guide.

## **INTERNET ACCESS**

### **Wired Access**

Computers provided by the Seminary come equipped with Ethernet connections that allow employees to access the Seminary network from their offices or other designated areas on campus. This connection is already configured on each Seminary computer. In

order to access the network, make sure that the data cable is connected to the computer and turn on the computer. At the prompt, type in your Seminary username and password.

## **Wireless Access**

Wireless access is available in several buildings on campus:

- the lobby of the Winn Center
- the Reference Room of the library
- the lower-level study areas in the library
- classrooms 118 and 119 in Nelson Hall
- all classrooms in Schlegel Hall

Campus wireless access codes and instructions can be obtained at the Circulation Desk of the library. Faculty and administrators with Seminary laptop computers should also be able to connect to wireless networks off campus.

If you have difficulty connecting to the Seminary data network, please ask for assistance. During regular business hours (8:30-4:30), contact Bobi Bilz, LITS Administrative Coordinator ([bbilz@lpts.edu](mailto:bbilz@lpts.edu) or campus ext. 395). Outside business hours (but during [library hours](#)), call the Circulation Desk at campus ext. 398 (off campus, dial 992-9398).

## **CAMPUS INTRANET**

Some Seminary web pages are available only to members of the Seminary community. To access these pages, choose 'Intranet' from the Quick Links on the Seminary's [homepage](#) and enter the appropriate username and password at the prompt. If you forget your intranet login information, contact Systems Director, Jack Sharer ([jsharer@lpts.edu](mailto:jsharer@lpts.edu)).

## **EMAIL**

Microsoft Outlook software is installed on every computer used by Seminary employees. Outlook is a collaborative software package with five components: (1) Email, (2) Contacts, (3) Calendar, (4) Tasks, and (5) Notes. When Outlook is started, the "Inbox" for email opens by default. Training in the use of the various features of Outlook is provided by LITS Department staff as needed. To find out about training opportunities, contact Instructional Technology Administrator, Carolyn Cardwell ([ccardwell@lpts.edu](mailto:ccardwell@lpts.edu) or campus ext. 422).

### **Email as Standard**

With a few exceptions, Seminary employees have LPTS email accounts. Every master's level degree-seeking student is also assigned an LPTS email account. While DMin students are not routinely assigned LPTS accounts, they may receive them upon request.

Email is considered the normal vehicle for written communication within the Seminary community. Memos, announcements, and committee meeting minutes, for example, should generally be distributed by email rather than in paper form. Since all faculty,

administrators, staff, and students must be able to use email, training is provided by LITS Department staff. Access to email is available from either on or off campus.

NOTE: Although email is a preferred method of communication at the Seminary, it is important not to contribute to “email overload” by sending unnecessary or frivolous messages. Also, when replying to a message, choose “reply to all” ONLY when “all” really need to see your response. This is especially important when replying to messages sent to one of the Seminary’s email distribution lists.

### **Email Distribution Lists**

Certain email addresses have been created to facilitate announcements and messages being sent to particular segments of the Seminary community. Examples include:

employeesx@lpts.edu	All administrators, faculty, and staff
administratorsx@lpts.edu	Only administrators
facultyx@lpts.edu	Only faculty (does NOT include adjunct faculty)
staffx@lpts.edu	Only staff
studentsx@lpts.edu	Current LPTS students
communitymailx@lpts.edu	Most employees and students and some spouses/partners of current students*

\*Employees and students are automatically added to the COMMUNITYMAIL list but can ask to be removed by contacting Jack Sharer at [jsharer@lpts.edu](mailto:jsharer@lpts.edu). Spouses/partners of current students may be added to this list by contacting Jack and providing (1) their name and email address and (2) the name of the LPTS student to whom they are related.

### **Appropriate Use of Distribution Lists**

The group email addresses for ADMINISTRATORS, FACULTY, STAFF, STUDENTS, and all EMPLOYEES are to be used only for messages related directly to Seminary business and activities, such as:

- Announcements of Seminary-sponsored events
- Communications from Seminary offices, governance committees, and centers or institutes on campus that concern Seminary business or activities
- Prayer concerns relating to members of the Seminary community and their families

*Email on other topics should be addressed to COMMUNITYMAIL.*

WARNING: Because COMMUNITYMAIL is an address rather than a listserv, it is open to “invasion” by persons outside the Seminary community who acquire the address. It is, therefore, important that COMMUNITYMAIL users be careful not give out the address to persons or groups outside the Seminary community.

Remember also that not everyone in the Seminary community is on COMMUNITYMAIL since some employees and students do ask to be removed from it. If you need to send a message *dealing with Seminary business* to everyone in the community, you should send it to Students ([studentsx@lpts.edu](mailto:studentsx@lpts.edu)) and Employees ([employeesx@lpts.edu](mailto:employeesx@lpts.edu)). Please use this option sparingly!

### **Course-Related Email**

Instructors and students in a particular class can communicate with one another by email through the CAMS course management system. On every course site on CAMS you will find under Course Communication a link to Email just below the link to the Discussion Forum. Clicking on that link gives you the opportunity to send a message to all or selected students and/or instructors associated with that course. Messages sent to you in this way arrive in the inbox of the email account associated with your name in CAMS (usually your LPTS email account). Using this feature of CAMS (rather than one of the email distribution lists) allows you to avoid sending a message intended only for class members to others for whom it is not relevant.

### **Smart Phones**

“Smart” phones allow individuals not only to make and receive phone calls but also to send and receive email, view and edit calendars, browse the Internet, etc. Many of these phones are compatible with Seminary systems, allowing you to access your Seminary email account, contacts, and Outlook calendar from your phone, while others are not compatible. If you have such a device and would like to see whether it can be connected to the Seminary network, contact Systems Director, Jack Sharer at [jsharer@lpts.edu](mailto:jsharer@lpts.edu) or campus ext. 295.

## **CAMS FACULTY PORTAL**

CAMS is the software system that the Seminary uses to manage many aspects of academic affairs. Among its features are tools that assist faculty in academic advising and a course management system. Each course at the Seminary has a course site on which faculty can post course materials such as syllabi, readings, and other documents. It also has communication tools, such as course email and discussion forums. To access the CAMS Portal from the Seminary’s Internet home page, click on Quick Links, then on CAMS-Faculty. Type in your CAMS username and password, select the desired semester, and click on Login. A full set of instructions for using the Faculty Portal is available on the [campus intranet](#). Basic information about navigating course sites is provided in **Appendix II** of this guide.

## **TRAINING**

LITS staff members provide training in the use of technologies that support teaching, learning, research, and administration. All training sessions are conducted in the Computer Lab unless otherwise indicated. Most of this instruction is provided by Angela

Morris, Head of Public Services and Reference Librarian ([amorris@lpts.edu](mailto:amorris@lpts.edu)), and Carolyn Cardwell, Instructional Technology Administrator ([ccardwell@lpts.edu](mailto:ccardwell@lpts.edu)).

Group instruction is offered on a regular basis to help employees and students develop their skills in using email, the library catalog (“Morgan”), other research databases, various types of software, and the Internet. Sessions are advertised by email and in the *Seminary Times*. Employees are encouraged to take advantage of learning opportunities that pertain specifically to their job responsibilities or, more generally, to resources that facilitate the exchange of information within the Seminary community.

Training sessions on the use of the multimedia equipment in classrooms are offered on a regular basis by Norm Hollabaugh, Multimedia Specialist ([nhollabaugh@lpts.edu](mailto:nhollabaugh@lpts.edu)). These sessions are also advertised by email and in the *Seminary Times*. Anyone planning to use a multimedia lectern for a presentation MUST have this training beforehand.

Individual instruction in the use of these resources is also available. Angela, Carolyn, and Norm welcome impromptu requests for brief assistance; however, if you need extensive individual assistance, you should schedule an appointment with one of them in advance.

## TECHNICAL SUPPORT

Seminary IT staff members provide technical support for Seminary-owned computers and for campus email and network connections, but they are not able to support personal hardware or software that is not owned by the Seminary. The only exception to this policy is limited *diagnostic* support for computers owned by students which they use for their Seminary work.

An employee needing technical support on Seminary-owned equipment should report this by contacting Bobi Bilz, Administrative Coordinator for Library and IT Services ([bbilz@lpts.edu](mailto:bbilz@lpts.edu)) or by using the Tech Trouble Report form on the campus intranet. You will need to provide your name, phone number, location, type of hardware/software, and a brief description of the problem.

Since it is often difficult to troubleshoot and repair hardware and software problems without direct input from the user of the computer, IT staff members follow this procedure when Bobi Bilz relays to them a request for support:

- An IT staff member makes an appointment with the user to ensure that the user is present when the computer is initially diagnosed. At this time, the IT staff member asks about any special needs concerning the computer.
- After the computer has been repaired, the IT staff member schedules a follow-up appointment. The IT staff member goes over all items repaired or changed with the user. The user and the IT staff member then check to make sure any software or data that was removed from the computer for protection during repair has been restored.

IT staff members realize that, since computers play a vital role in the everyday operations of the Seminary, computer or network downtime can result in the disruption of important work. Consequently, problems are addressed as quickly as possible.

Multimedia technical support is available for classes and Seminary-sponsored events. During regular working hours (8:30 to 4:30, Monday through Friday), call Multimedia Specialist, Norm Hollabaugh, at campus ext. 290 (off campus, dial 894-2290). After hours and on weekends (or if the Multimedia Specialist is not available), call the Circulation Desk of the library at campus ext. 398 (off campus, dial 992-9398).

## **NETWORK SERVERS**

When a document located on your local hard drive needs to be viewed by other members of the Seminary community, it can be copied to a folder on one of the shared network servers. Copying the file to the General or General Data folder makes it available to everyone on the Seminary network. Access can be limited further by copying the file to a network folder to which only selected individuals have been granted access. Because server space is limited, please:

- Remove files from a network server when they no longer need to be there.
- Do not use the servers to store backup copies of files on your individual hard drive. There is a campus-wide backup procedure that makes this redundant and wasteful of valuable storage space.

## **BACKUPS**

The data on the desktop computers of Seminary employees is backed up weekly through the computer network. Laptop computers are NOT backed up automatically. It is the responsibility of each laptop user to back up files using the backup program installed on each laptop. Laptop files are backed up to designated areas on the Seminary network. The backup program has been set up and tested, so no changes should be made to the procedure.

In order to ensure that the backup procedure captures your files (whether you use a desktop or laptop computer), you should keep all folders and files related to your work for the Seminary in the single master folder set up as the default for your backups. This folder will either be "MyFiles" or "My Documents" depending on the user. If you are not sure about the name of your default master folder, contact the Systems Director, Jack Sharer, at [jsharer@lpts.edu](mailto:jsharer@lpts.edu) or at campus ext. 295.

Files for software applications do NOT need to be backed up. Only folders and files you have created should be stored in your "MyFiles or "My Documents" folder for backup.

Seminary-wide backup of desktop computer files normally occurs each Wednesday at 11:30 am. The process takes about 15 minutes. Seminary personnel using desktop computers should close all data files before 11:30 am on Wednesdays, since an open file

will be skipped in the backup procedure. If some data needs to be backed up more frequently than once per week, arrangements should be made with the Systems Director.

## **LIMITATIONS**

### **Academic Dishonesty**

No one may use campus computing resources except in accordance with the ethical standards of the Seminary community. Academic dishonesty (plagiarism, cheating) is counted among the violations of those standards.

### **Commercial Use**

Commercial use of campus computing resources or network facilities is not permitted without the express prior written permission of the President of the Seminary.

### **Downloading Files**

Downloading data or files to a Seminary computer is allowed, provided the information being downloaded does not in any way impede or restrict the performance of the Seminary's computer network or an individual computer or compromise the mission of the Seminary. The Seminary reserves the right to remove from the network or from an individual computer any files that create such problems. Downloading very large files should be completed, whenever possible, outside normal business hours in order to avoid over-burdening shared network bandwidth. Other policies regarding downloads include the following:

- Downloading information from the data files of Seminary Relations, Academic Affairs, or Financial Affairs is prohibited without prior approval of the supervisor of the department concerned.
- Downloading upgrades to software applications used by the Seminary is prohibited except in those instances when the download is considered a patch or fix to the version of software being used by the Seminary. Any other download may constitute a violation of license agreements. If any questions arise concerning the downloading of upgrades, contact Systems Director, Jack Sharer ([jsharer@lpts.edu](mailto:jsharer@lpts.edu) or campus ext. 295) for direction.
- Downloading material from the Internet should be limited because such material can consume a great deal of disk space and because it may contain computer viruses. If doubt arises whether such activity is safe and prudent, consult with the Systems Director before downloading the material.

### **Games**

Seminary computing and network services are NEVER to be used for extensive or competitive recreational game-playing because of the amount of bandwidth this consumes. More modest gaming, such as Solitaire, is not a problem (outside of normal work hours or with the permission of one's supervisor).

## Harassment

Computer and network resources are not to be used for harassing others. The following provides a list of forms of computer harassment that are prohibited, but this list is not to be considered exhaustive of all activities that constitute harassment:

- intentionally using the computer to annoy, harass, terrify, intimidate, threaten, offend, or bother another person by conveying obscene language, pictures, or other materials or threats of bodily harm to the recipient or the recipient's immediate family;
- intentionally using the computer to contact another person repeatedly with the intent to annoy, harass, or bother, whether or not any actual message is communicated, and where the recipient has expressed a desire for the communication to cease;
- intentionally using the computer to contact another person repeatedly regarding a matter for which one does not have a legal right to communicate, once the recipient has provided reasonable notice that he or she desires such communication to cease (such as debt collection);
- intentionally using the computer to disrupt or damage the academic, research, administrative, or related pursuits of another;
- intentionally using the computer to invade the privacy, academic or otherwise, of another or to threaten invasion of the privacy of another.

## Illegal Use

Network resources may not be used for any activity that is proscribed by federal and/or local laws. No one may access, search, or copy information or resources without the proper authorization. No one may use another individual's network account either with or without permission. No one may use, inspect, copy, and/or store computer programs or other material in violation of copyright law.

WARNING: It is illegal to download copyrighted music or data files without copyright clearance. If your name is requested by authorities who pursue copyright violation, it will be provided without notification.

Posting materials on CAMS course sites or on the LPTS network by faculty, students, or staff for teaching and learning must accord with guidelines suggested by the American Library Association <http://www.ala.org>. According to those guidelines, which are based on the 2002 TEACH Act), schools should

- limit access to copyrighted works to students currently enrolled in a particular course;
- limit access only for the time needed to complete the class session or course;
- inform instructors, students, and staff of copyright laws and policies;
- prevent further copying or redistribution of copyrighted works; and
- refrain from interfering with copy protection mechanisms.

For more information on LPTS copyright policy, browse to [www.lpts.edu](http://www.lpts.edu), click the link For Students, select Guides/Policies/Handbooks, and select LPTS Copyright Policy.

## **Office Computers**

Public computers are available in the library in the Computer Lab and in the lobby. All other computers on campus are dedicated to the use of the personnel to whom they are assigned and should NOT be used either during or after business hours by other individuals.

## **Offensive Material**

Material is accessible on network resources which some individuals may consider objectionable or offensive. The Seminary does not encourage or endorse the access of such material except for legitimate academic purposes. Users are to exercise caution and good judgment if there is a reasonable expectation that accessed material may be considered objectionable by some. Such material is to be accessed in a private environment and in a manner that will not negatively affect those who may deem it objectionable or offensive.

Public workstations (that is, those in open offices, the library, and other public places) are not to be used to access such material. Hard copies of such material are not to be directed to public printers, and potentially offensive material is not to be forwarded to others without their consent. The use of potentially offensive language in the text of network messages is prohibited. The use of Seminary technological resources for creating or sending annoying, harassing, or obscene materials or messages is also prohibited.

## **Personal Use of Internet Resources**

The campus network provides employees with access to 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 Internet 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 one's supervisor.

## **Printing**

Employees should print only work-related materials on office printers and should avoid unnecessary printing. Using both sides of a piece of paper before recycling it can save cost and the environment.

## **Software License Agreements**

No software may be installed, copied, or used on Seminary resources except as permitted by the owner of the software. Software subject to licensing must be properly licensed, and all license provisions (installation, use, copying, number of simultaneous users, term of license, etc.) must be strictly followed.

## **SUSPECTED VIOLATIONS**

Suspected violations of the policies in this manual are to be reported to the Systems Director, Jack Sharer ([jsharer@lpts.edu](mailto:jsharer@lpts.edu)). If a suspected violation is reported instead to a supervisor, chairperson, director, dean, or other employee, that person is to report the instance to the Systems Director. The Systems Director will then report the suspected violation to the Seminary officer who normally oversees affairs related to the individual(s) involved. In the case of students or faculty, the suspected violation will be adjudicated by the Dean of the Seminary. In the case of staff, the suspected violation will be adjudicated by the Vice President for Finance. In the case of administrators, the suspected violation will be adjudicated by the Vice President to whom they report (or to whom their supervisor reports).

The Seminary will consider the intent, effect, and seriousness of the incident in levying sanctions for violations of these policies. Any person who engages in any kind of computer or systems misuse as described above may be subject to disciplinary action, including the loss of computer privileges and/or dismissal from the Seminary, and to criminal prosecution under the applicable local and/or federal laws. Whenever the Seminary deems it appropriate, restitution may be sought for any financial losses sustained by Louisville Seminary, or by others, as a direct result of the misuse.

## **PRIVACY**

“Privacy” is defined as the right of an individual or an organization to create, maintain, send, and receive electronic data, software, and communications files that are safe from examination and disclosure by others. Users are responsible for exercising caution when posting/using confidential information on electronic media and are not to disclose confidential material unless it is a normal requirement of the one’s position and has been so authorized. Information obtained through special privileges is to be treated as private.

Users should note that some electronic files are copied to backup media and stored for indefinite periods in centralized locations. In such instances, user deletion of an electronic file, such as an email message, may not delete a previously archived copy of that file. Moreover, in cases of suspected violations of Seminary information technology policy, the Seminary reserves the right to monitor all aspects of its computer systems, including but not limited to email, sites visited by users on the Internet, chat groups, news groups, and material downloaded or uploaded by users.

Unauthorized reading or others’ email or files and forging an email so that it appears to come from another source are prohibited.

## **CENSORSHIP**

Freedom of expression is a constitutional right and applies no matter what medium is used. Information will not be removed from any computer unless the information involves illegality; is inconsistent with the mission of the institution; involves obscene, bigoted, or

abusive language; or in some way endangers computing resources. Users whose information is removed will be notified of the removal as soon as possible.

## SECURITY

All users are responsible for maintaining the security and confidentiality of information stored on their computers. One should in no case share or lend an access code with anyone without the prior approval of one's supervisor. Interception or decryption of a user's password or access-controlled information is prohibited. Special access to information and other computing privileges are to be used only in the performance of official duties. Users should not try to access non-public sites, computers, network facilities, information services, and resources.

## VIRUSES

It is the responsibility of users to insure that there are no viruses, worms, or other destructive programs in the information they send to another. Unsolicited email or email from unknown sources should not be opened but should be deleted immediately. No user should knowingly forward an email that is destructive in nature. Any Seminary employee or student who encounters a virus on a Seminary-owned computer must **contact the Systems Director**, Jack Sharer ([jsharer@lpts.edu](mailto:jsharer@lpts.edu)), immediately. When members of the Seminary community hear of a new virus, they are asked to notify the Systems Director rather than send an email to the entire community. The Systems Director will then investigate whether the reported virus is indeed a threat and communicate to the entire community what precautions should be taken.

## SEMINARY WEBSITE

The Seminary maintains an official website at <http://www.lpts.edu> for the purpose of communicating with prospective students and disseminating information to the Seminary community and the general public. The Website Workgroup is responsible for editorial oversight, implementation of directives, and routing of email not specifically addressed to a particular office. It is the responsibility of individual departments to monitor for accuracy and currency the information they have contributed to the website.

Requests for updates, text changes, or graphic revisions within the website's current framework should be made using the [Web Edit/Review form](#), available in the Forms section of the campus intranet. Requests for website expansion or new web pages should be made using the [Web Request form](#), also available in the Forms section of the campus intranet. The Website Workgroup will assess all requests within the framework of the Seminary's overall goals for the website. Approved requests will be fulfilled by members of the Website Workgroup or outsourced (within budgetary constraints).

## 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.

## **APPENDIX I: Multimedia Policies**

### **Reservation of Equipment**

A room reservation request, specifying the equipment needed, must be submitted no more than one year and no less than five working days in advance through Virtual EMS, the Seminary's event management system. This includes AV equipment in classrooms.

Equipment in multimedia lecterns or cabinets is considered part of the room and so is automatically reserved when the room is reserved. Lectern keys are available from the Circulation Desk in the library. Equipment in the lecterns/cabinets can be used only by employees and students who have received lectern training. Multimedia or AV equipment not provided in the classroom lecterns/cabinets must be requested through Virtual EMS.

Questions regarding the setup of multimedia equipment in a meeting room or classroom should go to the Multimedia Specialist, Norm Hollabaugh ([nhollabaugh@lpts.edu](mailto:nhollabaugh@lpts.edu)).

### **Priority of Usage**

When two or more requests are made for the same multimedia equipment or support, priority will be given in the following order:

1. Faculty or administrators using the equipment for classroom instruction or other Seminary-sponsored events, on a first-come, first-served basis
2. Students using the equipment for classroom presentation
3. Students or staff using the equipment for Seminary-sponsored events

NOTE: Multimedia lectern training for employees and students is provided on a regular basis. When a student uses equipment in a multimedia lectern or cabinet, either the student or the instructor must have had multimedia lectern training, and the instructor is responsible for requesting special equipment needed for the presentation. If neither student nor instructor has had training, technical support will not be provided.

### **Requests for Audio and Video Taping**

Multimedia Services can videotape Seminary-sponsored events for archival purposes only. Departments that require taping of events, where tapes will either be sold or otherwise provided to the public, will be referred by the Multimedia Specialist to a commercial company for professional production of videotapes or audiotapes. Departments need to factor funding for such outsourcing into their budgets. Multimedia Services cannot accommodate requests to tape events or activities that are not Seminary-sponsored.

### **Departmental Liaison Required**

Seminary sponsorship of an event requires that a person from the sponsoring department serve as liaison to the Multimedia Specialist. This liaison should be a Seminary employee who will be attending the event. All arrangements for multimedia services must be handled by the departmental liaison in communication with the Multimedia Specialist.

## APPENDIX II: Navigating CAMS Course Sites

For answers to questions not addressed here, see the full set of instructions on the [campus intranet](#) or contact Instructional Technology Administrator, Carolyn Cardwell, at [ccardwell@lpts.edu](mailto:ccardwell@lpts.edu) or campus ext. 422.

The following items are accessible from the homepage of the Faculty Portal by clicking on the corresponding links. You should let students know which features you intend to use for each class.

### CALENDAR

Students can use the calendar as a day planner. They can enter items by clicking on the blue date hyperlink in the top left corner of each day. You can also add calendar entries to all students' calendars to remind them of important class events.

### MY GRADES

The grades section of the Student Portal displays the registered classes for the specific term and any grades you have entered. Students may view Mid-Term or Final grades. Term and cumulative GPA information is also displayed. Students have to complete a course evaluation before they can see their final grades.

### MY COURSES

#### Course Announcements

Announcements you post here are displayed on the main course page.

#### Course Documents

This section allows you to upload documents or files for students to view or download. Clicking the filename link displays the associated file. Students must have the appropriate software installed on their computers for each file type. Right-clicking on the filename link and choosing Save As allows one to save the file to a computer.

#### External Links

You may have other websites or documents that you want students to know are helpful or important. You can post a list of those links here. Some instructors list these instead in a document they post in the Course Documents section. You should let students know which option you are using.

#### Assignments

There are three options under assignments: Upload Documents, View Graded Documents, View Assignments and Grades.

### **Upload Documents**

If you permit it, students can upload completed assignments, either the original electronic version of the assignment (e.g., a Word document) or a scanned image.

### **View Graded Documents**

You can upload a graded assignment for the student to view.

### **View Assignments and Grades**

If you permit it, students may view their grades for the assignment.

### **Discussion Forums**

You must enable this feature and create a discussion group. You and your students will be able to post messages related to the topic and respond to other posts. You may copy the content of the discussion forum. Each class member receives an email alert when a new message is posted to the forum.

### **Course Email**

You may email all or selected students in the class with this feature. Messages sent in this way arrive in the inbox of the email account associated with the recipient's name in CAMS (usually students' regular LPTS email accounts).

### **Course Information**

This area displays information that you want students to see but do not want to post under Course Announcements.

### **Faculty Contact Information**

Your availability and contact information should be displayed here.

### **APPENDIX III: IT Support for Retired Faculty**

Retiring faculty may purchase from IT services the computer assigned to them during the final semester before retirement. The price will be the fair market value as determined by IT staff. After retirement, all computer support will be the responsibility of the individual.

Internet and email services on campus will be available to retired faculty through wireless access where it is available on campus or on the computers in the Computer Lab. A limited number of faculty carrels with Ethernet connections are available for retired faculty. All personal computers used on campus must have up-to-date anti-virus software.

The software provided as part of faculty status may remain on the computer as long as the retired faculty member is serving the Seminary in either academic or development support.

Storage space on Seminary servers will no longer be available to retired faculty, and phone service will not be provided.