

Acceptable Use of Technological Resources

The following represents a guide to the acceptable use of the technological resources of the seminary. It is not intended to identify all acceptable uses but rather to indicate those uses that are generally consistent with the purpose of the seminary's mission and vision. Students with questions about whether their intended use of technological resources fits within the scope of acceptable use should consult with the VPAA/Dean.

- Educational and academic activities relevant to being a student at the Seminary and otherwise consistent with this and all other Seminary policies.
- Personal use of the seminary's technological resources if they represent brief and incidental use of the resources and otherwise comply with this policy and all other seminary policies.

Unacceptable Use of Technological Resources

The following list is a guide to unacceptable uses of the technological resources of Memphis Theological Seminary. It is not intended to identify all forms of unacceptable use. Rather it seeks to indicate various types of uses that are inconsistent with the purpose of these resources. The seminary reserves the right to decide what unacceptable use is and will address each such use as it deems appropriate.

- Using or attempting to use any seminary technological resource without proper authorization. Additionally, no one shall assist in, encourage, or conceal from authorities any unauthorized use or attempt at unauthorized use of any seminary technological resource.
- Endangering or attempting to endanger the integrity or security of any technological resource or willfully interfering with others' authorized use of these resources.
- Revealing or attempting to reveal any password for any seminary technological resource to any unauthorized person.
- Misrepresenting one's identity or relationship to the seminary for the purpose of obtaining or using the seminary's technological resources.
- Reading, altering, deleting, or attempting to read, alter, or delete any other person's computer files or email without supervisor authorization. This rule applies regardless of whether the operating system of the technological resource permits these acts.
- Copying, downloading, installing, or attempting to install or use any software or data file in violation of applicable copyright laws, license agreements, any federal, state, or local laws, and the policies and procedures of the seminary.
- Creating, installing, or knowingly distributing or attempting to create, install, or knowingly distribute computer viruses or other malicious programs on any seminary technological resource, regardless of whether any harm results.

- Modifying, reconfiguring, or attempting to modify or reconfigure the software or hardware of any seminary technological resource without proper authorization.
- Viewing, accessing, printing, or distributing indecent, obscene, or pornographic materials using any seminary technological resource. Engaging in such activities or attempting to do so is strictly prohibited.
- Personal financial gain from the use of seminary technological resources.
- Using any technological resource for sending unsolicited messages that engage in fundraising or advertising, or that send/forward email chain letters or spam.
- Unauthorized scanning of seminary technological resources with electronic devices, scripts, or any forms of network monitoring.
- Disrupting any authorized monitoring of the seminary's technological resources, including any forms of eavesdropping on electronic communications.
- Violating any federal, state, or local laws.
- Violating any seminary policy or operating procedure.

Guidelines Related to Student Use of Electronic and Internet Resources

Understand how your role as a student at the seminary may affect how others interpret what you say. If you choose to list your affiliation with the seminary on a social network or new media venue, then you should conduct all communication on that site or venue consistent with the standards of professionalism. What you publish online should never be attributed to the seminary. If there is any possibility of confusion, you are encouraged to include on any new media site the following disclaimer: "This site is not an official publication of Memphis Theological Seminary."

You are a seminary student even when you are not on campus and are responsible for compliance with seminary policies and all federal, state, and local laws. Conduct yourself at all times in a way that does not violate the condition of your enrollment at MTS, including but not limited to policies and laws related to sexual harassment or other form of harassment. You are also responsible for complying with all state, federal, and local laws related to your enrollment at the seminary.

Know and comply with the terms of service of social networking sites and new media venues. Be sure to understand and follow the terms of service of all electronic and internet services you use. You are personally responsible for compliance.

Respect the privacy of others. Take care not to post private information concerning others such as email messages or contact information of employees or other students. Always be aware that

the internet is public and that posting personal information about other people without their expressed consent is inconsiderate and can be dangerous.

Be thoughtful and respectful of Memphis Theological Seminary and its constituencies. The ability of the seminary to carry out its mission effectively depends upon its reputation in the broader community. Avoid derogatory remarks or negative characterizations of the seminary or its constituents. If you have a complaint or grievance related to your work at the seminary, address it privately through the appropriate procedures established at the seminary. Remember that what you post will be read by many people; and given the fluidity and speed of electronic communication, what you communicate may be seen or heard even by those who are not your intended audience.