

chapter 8: technology



Cedarville University has an award-winning computer network. Our goal is to prepare Cedarville graduates to be at the forefront of using technology to advance God's Kingdom and advance His gospel. More than 2,800 computers are distributed across campus, with one networked workstation placed in each residence hall room. Each residence hall room also has an extra network port allowing connection of student-owned computers and other devices to the campus network. Five open-access computer labs are also available across campus. Together with wired classrooms, and comprehensive wireless coverage, this creates a high-tech learning environment that has become one of Cedarville's distinctives.

Students are expected to use these resources responsibly and in ways that are consistent with the University mission and the Community Covenant. Applying the Community Covenant to the use of technology requires that we use technology in ways that honor God, that treat others with kindness and respect, and that exemplify a commitment to integrity and purity.

To ensure that the network is used appropriately, the University reserves the right to define and enforce regulations for how the network is used. Enforcement of these regulations may involve (at the University's discretion) monitoring of stored disk files and electronic transmissions (e-mail, website access, etc.). Use of the network and computing facilities implies consent to these regulations and monitoring activities.

Network Security

Proper use of the network begins with appropriate steps to safeguard your own account. Students can be held responsible for any online activity that occurs on their accounts.

- Students are expected to take reasonable precautions to guard the privacy of their passwords. Students are responsible for any use of their accounts.
- Residential students are responsible for any computer use or network access that occurs in their residence hall rooms (including e-mail or instant messages sent from their rooms).

We recommend that you:

- Don't leave any computer unattended while you are logged on.
- Be careful about who you allow to use the computer in your room.
- Change your password as necessary and avoid passwords that would be easy for others to guess.
- Be very careful about granting proxy access to your GroupWise account.

Access to Pornographic or Obscene Websites

Within the Christian community, use of online pornography is a serious threat. Students are prohibited from accessing

pornographic or obscene websites or creating links to such sites. We regularly conduct scans of all Internet activity to ensure that members of the Cedarville community are not using University computers or the University network to access this type of material. Repeated violations of viewing or accessing pornography can result in probation, suspension, or dismissal.

Use of Copyrighted Material

Inappropriate transfers of copyrighted material to or from one of our computers, or via the University network, violate our commitment to honesty and integrity. Such transfers violate state and federal law and are strictly forbidden. Examples of prohibited transfers/downloads include:

- downloading copyrighted music without permission from an authorized distributor
- making personal copies of software that is licensed to the University
- copying another person's files without his or her permission
- installing software on a computer without first obtaining an appropriate license

Browsing and Unauthorized Use or Access

Students are expected to respect the privacy and property of others. Therefore, unauthorized browsing of data, files, or directories that belong to the University or to others is prohibited. It is also inappropriate to interfere with someone else's legitimate computer use by corrupting his or her files or by introducing deviant software (worms, viruses, etc.). To protect the rights of all users, we strictly prohibit the possession of programs designed to breach security or gain unauthorized access.

Respecting Others with E-mail and Network Communications

Students are asked to demonstrate respect and kindness to others through all forms of online communications. E-mails, instant messages, and all online postings should be consistent with the ideals of our Community Covenant. Messages that harass, offend, or annoy others are inappropriate. Chain letters and “spamming” are also prohibited. Students should not send out unsolicited e-mail to groups of more than 25 recipients unless it represents an official announcement from an approved student organization.

“Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.”

—Ephesians 4:29

E-mail Etiquette

Part of Cedarville University's mission is to help students learn to communicate effectively. In today's culture this includes communicating effectively via electronic means like e-mail.

1. Keep messages short, focused, and under 2MB. Consider attaching a file or sending a hard copy if a longer message is required.
2. Target your audience. Don't send unsolicited e-mail messages to large groups.
3. Be careful with humor. Don't forward humorous e-mail that could be offensive or annoying to the recipient.
4. Assume that every e-mail you send will be read publicly. Don't send confidential information by e-mail.
5. Don't use *ALL CAPS* for emphasis. Use appropriate capitalization and punctuation.
6. Proofread all e-mail for accuracy in both content and tone. Also, consider setting your computer to automatically spell-check all e-mail.
7. Don't send e-mail when you are angry. For sensitive topics, ask a friend to read the message before you send it, or review the message a day or two later before hitting “Send” or “Reply.” Flaming people is poor etiquette, and it violates our Community Covenant.

For more on e-mail etiquette, see www.emailreplies.com.



“Cedarville has an array of different up-to-date software applications that are available to students. Most of these programs are ‘industry standard’ — which has already helped me exceed my employer’s expectations this past summer during an internship.”

— Scott Miller,
Highland Village,
Texas

Use of Online Classified Advertisements

The University provides an online “classified ad” service for things like selling books or finding a ride home for the weekend. Students are asked to use this free service for all personal high-volume notices (more than 25 recipients). Students should avoid sending other types of unsolicited e-mail to large groups unless it is an official notice related to a University event, program, or student organization.

Stewardship of Equipment and Supplies

Students are expected to treat all equipment with appropriate care. All repairs or modifications to University-owned equipment must be done by computer services staff. Students are not allowed to open the cases for any campus-owned computer. Food is not allowed in public computing labs. However, beverages in covered containers are permitted.

Students are also asked to be good stewards of all computer-related resources. Toner cartridges and paper are provided for all computer lab printers and are available for essential work. Multiple copies of papers, campaign signs, or announcements should be made on photocopy machines rather than on computer printers. Students supply their own ink and paper in the residence halls and should not remove supplies from the labs for their own private use.

Self-Provided Computers (SPCs)

Each residence hall room is equipped with a University-owned computer and printer, as well as a port for connecting student-owned computers to the University network. Complete guidelines are available on the SPC website at www.cedarville.edu/spc. Listed below is a summary of the SPC guidelines.

Minimum Software Requirements

Students should install current anti-virus software on any computer that will be attached to the campus network. (Cedarville University provides a McAfee license for student systems. The McAfee software is available on the SPC website.) SPC systems should also be patched with the most recent operating system updates (see windowsupdate.microsoft.com for Windows-based systems).

Support Issues

The SPC website contains step-by-step instructions for the most common SPC setup needs. If you experience error messages or suitable help is not available on the website, please submit an SPC task request at www.cedarville.edu/csr. Some fee-based troubleshooting and repair is available through Computer Services SPC assistance. Network cables are available for purchase in the University Bookstore.

Security Issues

Self-provided switches are permitted. All devices attached to the network must meet Ethernet 10BaseT, 100BaseTX, and/or 1000BaseT standards. Non-Ethernet devices must not be connected to the network.

All devices connected to the network must be registered. The registrant of any device will be held responsible for all traffic passing through that device.

Reliability Issues

The University reserves the right to isolate or disconnect any device from the network that appears to be causing network problems or appears to be infected with malicious software (e.g., a virus).

The University reserves the right to analyze network traffic from any or all devices connected to the network. Any sensitive information should only be shared through a secure connection.

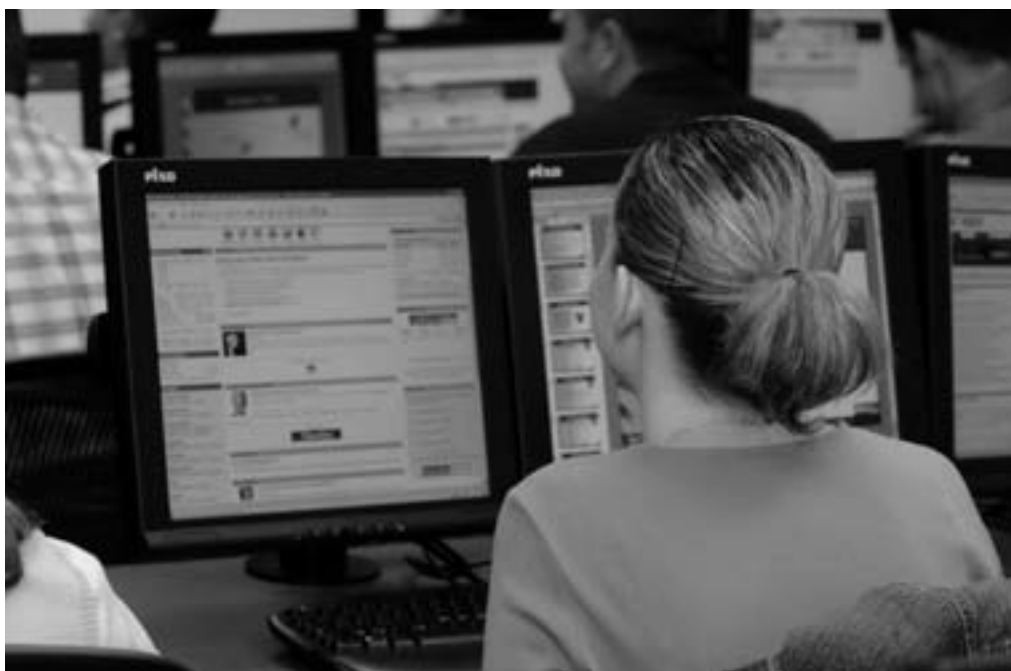
The University reserves the right to prohibit devices that cause interference with wireless networking equipment. Risk can be minimized by avoiding the use of 2.4 GHz cordless phones in areas served by wireless access points.

Legal Issues

Logging onto CedarNet using a Novell Netware Client is prohibited on computers not provided by the University. Only the computers owned by Cedarville University may legally access commercial software available on CedarNet. Do not connect to CedarNet using a Netware Client on your SPC computer. You may access your H drive by following the instructions on the “H:/J:/S:/T: Drive Access” section of the SPC website.

Some software available on the “Downloads” page of the SPC website is only legal for installation on computers owned by students, faculty, or staff of Cedarville University. Sharing these programs with those outside the University family is illegal.

The University will not be held responsible for damage to devices owned by individuals in the event of power surges or other electrical issues. It is the responsibility of the individual to provide adequate surge protection for his or her devices.



Penalties for Computer Violations

To ensure that the network is used in ways that are consistent with our mission and Community Covenant, the following penalties have been established.

Demerits or Fines

- using e-mail or other communication technology to offend or annoy
- sending out unsolicited electronic messages to large numbers of recipients (more than 25)
- failure to treat computer equipment with appropriate care and stewardship
- sending messages in another person’s name (the penalty could be more severe based on the nature of the message)
- sending messages that violate the spirit of the Community Covenant

Possible Probation, Suspension, or Dismissal

- unauthorized copying, transferring, or allowing or facilitating the transfer of copyrighted material

- unauthorized attempts to access or browse data, files, or directories that belong to the University or others
- unauthorized use of another person’s account
- interfering with someone else’s legitimate computer use by corrupting files or introducing deviant software such as worms or viruses
- possession of programs designed to gain unauthorized access or steal passwords
- accessing or distributing pornographic or obscene material (this includes establishing links to webpages of this nature)

Immediate Dismissal

- breaking or attempting to break computer security
- unauthorized alteration of any electronic data or information files