

LANCASTER BIBLE COLLEGE  
**COMPUTER ACCEPTABLE USE POLICY (AUP)**

This is a legally binding document. Please read it carefully.

Computer network and internet access is provided for students and employees of Lancaster Bible College for the purpose of furthering students' education and providing tools for faculty and staff in support of their duties. It gives access to many and varied sites on the LBC campus through the network and the world through the Internet. All members of the LBC family must respect areas on the network that are not for general access, and refrain from accessing sites on the Internet, which are not conducive to spiritual growth. In addition, all must realize that there are file and resource limitations:

**TERMS AND CONDITIONS**

1. **Privileges** – The use of network and Internet is a privilege, not a right, and any inappropriate use may result in the loss of this privilege and/or disciplinary measures. The Computerization Committee and College administration are responsible for this Computer Acceptable Use Policy (AUP).
2. **Network Etiquette** – All persons must conduct themselves while on the computer network in a responsible, ethical, polite, and Christlike manner.
3. **Security** – Private computer accounts and files must be respected. Your computer account name and password are assigned to you by the College. Do not reveal these to anyone. LBC reserves the right to view and log all computer usage, and access or attempted access to inappropriate sites will be cause for disciplinary action.
4. **Acceptable Use** – The purpose of the computer network is to support the educational mission of the College. Your use of it must be consistent with the educational objective and mission of Lancaster Bible College. The College filters inappropriate Internet sites, reserves the right to deny access, and logs all Internet activity.
5. **Prohibited Use** – The activities listed below are strictly prohibited by all users of the network.
  - a. Allowing an unauthorized person to use an assigned account.
  - b. Transmission of any material in violation of any governmental regulation or law, such as, but not limited to: copyrighted, threatening, offensive, obscene, or protected by trade secret.
  - c. Accessing, attempting to access, or transmission of any prurient sexually oriented, other indecent, offensive, objectionable, inappropriate, or other anti-social material.
  - d. Participation in inappropriate or objectionable on-line chat rooms or news groups.
  - e. Ordering or purchasing of any material or service in the college name without authorization.
  - f. Attempting to obtain or modify files, passwords, or data belonging to other users or attempting to circumvent system security, guess passwords, or in any way gain unauthorized access to any computer resources by any means.
  - g. Modification or destruction of school computer resources.

- h. Use of any computer to facilitate any illegal activity.
  - i. Use of any computer to misrepresent others.
  - j. Use of any computer and related College facilities for any commercial activity.
6. **Disk Space and Bandwidth** – There are limits to disk space and internet bandwidth, therefore it is important that information in subdirectories and mailboxes be deleted regularly. The College reserves the right to place limits on an individual's disk space and deny access to Internet sites that could use an inordinate amount of bandwidth.
  7. **E-mail and Personal File Space** – You have been provided with a network account and e-mail privileges. While that is protected from access by others, administrators of the computer network can access and read all material and the College reserves the right for them to do so.
  8. **Disclaimer** – Lancaster Bible College makes no warranties of any kind, whether expressed or implied, for the services provided. LBC will not be responsible for damages you suffer, including but not limited to loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via LBC network is at your own risk.
  9. **Acceptance by Students** - I have read and understand the above Terms and Conditions and will abide by them. I understand that this access is designed for educational purposes. I accept full responsibility for any of my activity on the computer system. Should I commit any violation of the terms or intent, I recognize that I will be subject to disciplinary and/or legal action and my access privileges may be revoked.

## LANCASTER BIBLE COLLEGE

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4. **Acceptable Use** – The purpose of the computer network is to support the educational mission of the College. Staff members are not to use the computer and internet for personal reasons during working hours. Personal use by faculty must not interfere with or hinder college responsibilities and performance. The College filters inappropriate Internet sites, reserves the right to deny access, and logs all Internet activity.
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User Name (please print): \_\_\_\_\_

User Signature: \_\_\_\_\_