

## Computer Network and E-mail Account Policies

**By signing this policy statement, the user agrees to all terms and conditions specified herein.**

### ACCESS

1. You may log on to the Wesley network and access your email account by using one of the computers in the Student Computer Lab, or in the Library. The computer lab is located in Straughn Hall on the first floor. Wireless network access is available in the Kresge, Straughn and Carroll buildings. You must have a wireless access card in order to connect to the network. These can be purchased at any electronics store. The SSID for the wireless network is "Wesley" and the password is WesleyWIFI
2. You must have a User ID and password to be able to log on to the Wesley network and Internet while on campus. You will automatically be assigned a username and password for e-mail.
3. Use of the computer facilities and/or services for non-academic or commercial purposes is strictly prohibited.
4. Those who use the Internet to communicate with others or to connect to computers at other institutions are expected to abide by the rules for the remote systems and networks and those for Wesley systems.
5. Students may not tamper, unplug or otherwise alter any computer or cables connecting to the Wesley Network. In addition, students may not add any unauthorized network devices such as wireless equipment to the Wesley network without authorization from the IT staff. Any unauthorized devices found to be connected to the network will be immediately confiscated and the violation reported to the Dean of Students. Violations may result in suspension or revocation of network rights and further disciplinary action.
6. The following activities are punishable disciplinary offenses and are strictly prohibited:
  - Deletion, examination, copying, or modification of files and/or data of other users without their consent
  - Stealing or decryption of system or user password
  - Intentional attempts to "crash" network systems or programs or any attempts to secure a higher level of privilege on Network systems
  - The willful introduction of computer viruses or other disruptive/destructive programs into the organization network or into external networks
  - Advertising technical information onto the network
  - Providing access to Wesley's network to unauthorized users
  - Attempts to connect to computer systems or sites that have not granted access
  - Use of externally registered domain names (e.g. any domain outside of wesleysem.org) to point to any system on the Wesley network.
  - Unauthorized access to wireless portions of the Wesley network.
  - Sending soliciting e-mail or "spam" from any Wesley computer or account.
  - Providing Wesley e-mail addresses other than your own to an outside party as part of user registration or solicitation.

### ELECTRONIC MAIL

Whenever you send electronic mail, your name and user id are included in each mail message. **You are responsible for all electronic mail originating from your e-mail account.**

1. Electronic mail is a privilege and should be used responsibly. Misuse of the system is not acceptable (such as

sending messages to everyone on campus, chain letters, messages for personal gain, promotion, advertising, commerce, harassment, threats, profanity, or gossip).

2. Passwords should not be given to other people. Users are expected to take reasonable care in protecting the security of their passwords.
  3. The user should delete all messages from the mail system when they are no longer needed as a finite amount of storage space is available for electronic mail. Any messages that the user wants to keep should be saved on her or his own hard drive or floppy disk. Messages will automatically be deleted after a specified amount of time.
  4. Computer usage on campus is monitored by Wesley system administrators. For electronic mail this includes ensuring the delivery of messages within the seminary and to/from the Internet. Never assume that your e-mail can be read by no one except yourself; others may be able to read or access your mail.
5. ***Wesley reserves the right to view any electronic communication if there is cause for concern regarding security, personal safety or abuse of these terms, or as required by local, state, or federal law.***
6. Protect your email address and be wary of who you give your address to. Many "spammers" use programs that automatically comb through internet postings for email addresses.
  7. The following actions are prohibited and may result in the suspension or revocation of all network privileges:
    - Forgery (or attempted forgery) of electronic mail messages
    - Attempts to read, delete, copy, or modify the electronic mail of other users
    - Attempts at sending harassing, obscene and/or other threatening e-mail to another user.
    - Attempts at sending unsolicited junk mail (spam), "for-profit" messages or chain letters.

#### **RULES FOR USING THE COMPUTER LAB**

**The theft or other abuse of computer time or facilities is the same as theft or abuse of other Seminary property. Violators of the computing privilege are subject to disciplinary action under the usual procedure for addressing non-academic disciplinary matters, including but not limited to withdrawal of computing privileges.**

1. Use of the computer lab is limited to Wesley students. Children under the age of 16 are not allowed in the lab.
2. Computers are available on a first-come, first-served basis. Computers may not be saved or reserved in advance for individual use.
3. The computer lab is provided to support the academic work of Wesley students. If your use of a computer is not course-related, please yield the machine to a student who needs the computer for course work. Be sensitive to the needs of others and use only your fair share of computing resources.
4. **The following are not allowed in the computer lab:**
  - **NO Eating, drinking, smoking. Damage to equipment caused by violating this rule will be charged to the user's student account. No exceptions.**
  - Modifications of any kind of the computer hardware or software configurations (**this includes loading software programs on the PCs**)
  - Physical or other abuse of the computer equipment, including unplugging connections
  - Deliberate introduction of a computer virus
  - Copying of any software programs residing on the computers as prohibited by copyright law
  - Using the computers to violate copyright law
  - Using the computer facility for personal profit or commercial purposes
  - Using the computers to harass other users or publicly display offensive content or messages.
6. **DO NOT SAVE ANY INFORMATION ON THE HARD DRIVE** of the PCs. All information should be stored on floppy diskettes or writable CDs. The computers in the lab are equipped with CD burners. Information on hard drives will be erased without notification. **Wesley is not responsible for the loss of information due to**

**hardware failure, power failure, improper saving to the hard drive or media failure. Save often!**

7. Take all personal property with you when you leave the lab. Wesley is not responsible for the loss of personal items or computer disks left in the lab.
8. The door to the computer room must remain closed at all times. The climate control system is calibrated to maintain a temperature of 72 degrees F. The system will fail if the door is left open.
9. **Keep the computer lab door LOCKED at all times.**

**Be sure to log off before you leave the Student Computer Lab.** If you do not log off, someone else could have access to the network using your User ID. Click on **Start**. Click on **Log Off**, then click on **Yes**.

## INSTRUCTIONS FOR ACCESSING THE NETWORK

**Logging On To the Network Using a Wesley Computer** (valid only on-campus):

1. Enter your User name, Password, and Domain name. The Domain name is Wesleysem.
2. Click OK or press enter.
3. If you get a screen that says your user name or password is not valid, re-enter the information. You may have made a typing error. Passwords are case-sensitive, so make sure the CAPS LOCK is not on.
4. If you get a screen that says your password has expired, please change your password. You will be prompted to create a new password and to re-enter it to confirm it. Choose a password that you will remember and do not provide it to anyone else.

**To Check E-mail from Wesley and Home computers:**

You can access the student e-mail by clicking on the link at My Wesley at <http://www.wesleyseminary.edu/mywesley.aspx>.

1. Double click on your browser icon.
2. In the address line, type: <http://www.wesleyseminary.edu/mywesley.aspx>.
3. Click the link for "Student Login." Provide your user name and password. Click "submit."
4. Click on the box that says "email" in the right hand column.

## USER AGREEMENT

I have received and read the Wesley Theological Seminary Computer Network Policies. My signature indicates my agreement to abide by the policies. I understand that violations of this policy may result in forfeiture of computer privileges at Wesley and/or further disciplinary action.

\_\_\_\_\_  
**Print your full name clearly.** Illegible names will cause your access to be delayed.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

*These policies may be amended at any time by Wesley Theological Seminary. Proper notice of any changes will be given to all account holders.*

**PLEASE DETACH THIS PORTION AND RETURN TO  
THE COMMUNITY LIFE OFFICE, WTS, 4500 MASSACHUSETTS AVE., NW, WASHINGTON, DC 20016**