LUTHER RICE
College & Seminary

Acceptable Use Policy for Students

(Computers, Network, and Learning Platforms)

Revised – April 22, 2026

Property of Luther Rice College & Seminary
3038 Evans Mill Road, Lithonia, GA 30038

Approved by the Board on May 15, 2026

Revision History

Change	Approving Manager	Date
Initial adoption of the Acceptable Use Policy for Students.	Board of Trustees	2025-06-01
Reformatted under the Master Policy Style Guide. Added Purpose, Scope, Definitions, Roles and Responsibilities, Enforcement and Exceptions, Related Policies, and Review and Revision sections. Cited FERPA and U.S. copyright law as the institutional authorities relevant to student use. Clarified that student workers are governed by the Employee AUP for the scope of their work activities. Removed outdated external resource links.	Ken Stokes, VP of IT	2026-04-22

Communication of Revisions

The following offices and individuals will be notified via email and/or in writing upon approval of this policy and upon any subsequent revisions or amendments:

- Board of Trustees (as applicable)
- President's Council
- Academic Affairs and Student Services
- All Enrolled Students (via published Student Handbook)

Document Information

Effective Date: *June 1, 2025*
Last Revised: *April 22, 2026*
Last Reviewed: *April 22, 2026*
Policy Owner: *Office of Information Technology (OIT)*
Contact: *Ken Stokes, Vice President of Information Technology — ken.stokes@lutherrice.edu*

Purpose

This policy describes your responsibilities when using Luther Rice College & Seminary technology resources. Luther Rice is a predominantly online institution, so "LRCS technology resources" include cloud-based learning platforms, student email, web-based student services, and any systems you access to complete your academic work. The policy reflects the institution's obligations under FERPA (20 U.S.C. § 1232g; 34 CFR Part 99) and U.S. copyright law (17 U.S.C.), and is designed to protect you, your fellow students, and the institution.

Scope

This policy applies to all Luther Rice students whenever they access LRCS technology resources, including learning platforms, student email, web-based student services, library systems, and on-campus networks. Students who also work for Luther Rice in roles that provide access to institutional systems beyond their own student records (for example, student employees, work-study positions, or teaching assistants with gradebook access) are governed by the Employee Acceptable Use Policy for the scope of that work.

Definitions

- **LRCS Account:** The username, password, and multi-factor credentials assigned to you at enrollment, used to access LRCS systems.
- **LRCS Technology Resources:** The networks, email, learning platforms, student portal, and other systems operated by Luther Rice for academic and administrative purposes.
- **Personal Device:** A computer, tablet, phone, or other device that you own and use to access LRCS systems from off campus or on campus.

Roles and Responsibilities

Office of Information Technology (OIT)

- Provides and supports student accounts, email, and access to learning platforms.
- Monitors institutional systems for security and performance.
- Responds to reports of misuse and coordinates with academic leadership on disciplinary matters.

Students

- Use LRCS technology resources responsibly, ethically, and lawfully.
- Protect your account credentials and report any suspected compromise to OIT.
- Maintain reasonable security on any personal device used to access LRCS systems.

Faculty and Program Leaders

- Reinforce acceptable-use expectations in their courses.
- Refer suspected violations to OIT or, when academic misconduct is involved, to Academic Affairs.

Policy

Your LRCS Account

Your username and password are private. Do not share them, and do not use credentials that belong to someone else. You are responsible for every activity associated with your account, so choose a strong password, keep it private, and report any suspected compromise to OIT immediately.

Respectful and Lawful Use

Do not use LRCS technology to harass, threaten, impersonate, or send unwanted communications. Do not create, store, or share content that is offensive, sexually explicit, discriminatory, or otherwise prohibited by institutional policy or the law. Do not use LRCS resources for unlawful purposes.

Personal Use

Incidental personal use of LRCS systems is acceptable as long as it does not interfere with your coursework or with other students' use of those systems. Do not use LRCS resources for commercial gain or personal business without specific authorization.

Privacy and Monitoring

LRCS makes reasonable efforts to protect your privacy, but institutional systems, learning platforms, and email should not be treated as private. The institution maintains routine backups and security monitoring, and may review logs, files, or messages where misuse is suspected or where legally required.

Email

Your LRCS email is the official channel for institutional communications. Check it regularly — important notices from faculty, the Registrar, Financial Aid, and OIT are sent there. Do not use LRCS email to send spam or chain letters, to harass or mislead others, to conduct unauthorized commercial activity, or to distribute malware or illegal content. Review messages before sending, use clear subject lines, and do not forward private messages without consent.

Personal Devices

Because Luther Rice serves a predominantly online student body, most of your interactions with LRCS systems will be from your own personal devices. You are responsible for keeping those devices reasonably secure — current operating system updates, a supported browser, active anti-malware protection, and a strong password or PIN. Devices that you bring onto the LRCS campus network must also meet these standards.

Network and Equipment (On-Campus Use)

When using the LRCS campus network:

- Connect through DHCP; do not assign IP addresses manually.
- Do not connect personal routers, switches, hubs, or wireless access points.
- Do not run packet sniffers, port scanners, password crackers, or any tool intended to bypass security controls.
- Do not operate your device as a server for other users without OIT authorization.

Copyright and File Sharing

Do not use LRCS systems to download, share, or distribute copyrighted material without authorization. Peer-to-peer file sharing (BitTorrent and similar tools) is prohibited on LRCS networks. Copyright violations can result in disciplinary action and legal liability — U.S. copyright law applies to you personally, not just to the institution.

Enforcement and Exceptions

Violations. Violations of this policy may result in suspension of LRCS network or system privileges, referral for academic discipline under the Student Handbook up to and including dismissal from the institution, and referral to law enforcement where warranted. Serious incidents — including unauthorized access to another person's account, intentional damage to institutional systems, or misuse of FERPA-protected records — will be escalated to the CISO.

Reporting. Report suspected misuse to the Office of Information Technology. You may also raise concerns through your professor or program leader. Serious or sensitive matters should be directed to the CISO.

Exceptions. Requests for exceptions to this policy must be submitted in writing to the VP of IT and, where the request involves security controls, require CISO approval.

Related Policies

- LRCS Privacy Policy (lutherrice.edu)
- LRCS Student Handbook
- FERPA Policy
- Artificial Intelligence Use Policy

Review and Revision

The VP of IT reviews this policy at least annually and whenever changes to FERPA, U.S. copyright law, or institutional practice warrant revision. Substantive revisions are recorded in the Revision History table and communicated to students through the Student Handbook and the learning platform.