Seminarian Handbook
St. Peter's Seminary

September 2022

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1.   Community Life

Since the publication of Pope John Paul II's apostolic exhortation, *Pastores Dabo Vobis*, St. Peter's Seminary has modelled its renewal on the four basic areas of formation delineated by the Holy Father in his exhortation: spiritual, human, intellectual and pastoral. Such formation cannot take place outside of an educational ecclesial community.

For the purposes of this *Handbook*, "community" is defined in a general and a specific context. In the broad context, "the community" includes all who are associated with the Seminary in any way, from students, staff and faculty to alumni, alumnae and friends of the Seminary who support us in our endeavours. In the narrow context, "the community" also refers only to those who are part of the formation program.

This part of the *Handbook* outlines the basic parameters of life within the community in the specific context, with emphasis given to those in formation for priesthood, by virtue of the specific needs for their formation. However, the formation of lay students for ministry in the Church is not forgotten and has its own applications as found in another handbook for them. This section includes the Way of Life for seminarians, the organizational structures of the Seminary, liturgical matters, along with student lists and the calendar of events for the current year.

1.0   The Way of Life for Seminarians

I   Introduction

Under the guidance of the formation faculty, mandated by the Bishop of London, the seminarians are called to form an "ecclesial community, a community of disciples of the Lord, an educational community in progress" (*Pastores Dabo Vobis* (PDV) 60). The *Ratio Fundamentalis Instituionis Sacerdotalis* (2016) further emphasizes the link between this community within the seminary and that in the priesthood, stating: "In the Church, which is 'the home and the school of communion' and which 'derives its unity from the unity of the Father, the Son and the Holy Spirit, the priest is called to be "*a man of communion*." Consequently, the bonds that are created in the seminary between formators and seminarians, and between the seminarians themselves, must be marked by a sense of fatherhood and fraternity" (52).

As is true for any ordered gathering of people (i.e. social or athletic groups) the good and harmony of the Seminary community needs to be governed by an integral a Way of Life or set of expected practices for all to follow to ensure harmony and the common good of all. The Seminary accepts adult candidates who have freely chosen to enter the Seminary to discern their call to the diocesan priesthood and to be formed into the image and likeness of Christ. We believe that a candidate to the priesthood should adopt a daily lifestyle that is not primarily ordered by rules and regulations, but rather by a genuine love for Christ and a Christian concern for others, particularly his brother seminarians and other students. It should also be a lifestyle in which personal initiative and a sense of responsibility play their proper role in his formation.

II   Personal Development

> *"The whole work of priestly formation would be deprived of its foundation if it lacked a suitable human formation". (PDV 43)*

> *"The candidate himself is a necessary and irreplaceable agent in his own formation." (PDV 69)*

1.   **Physical Health/Exercise**

Physical health is a responsibility to be assumed by the candidate as self-stewardship, as a creature made in the image and likeness of God. Every seminarian is expected to maintain good and healthy habits in matters of food, rest and sleep, and also maintain a good level of personal hygiene.

Seminarians are strongly encouraged to take sufficient time for physical exercise in a variety of ways offered through the Seminary or elsewhere. The regular routine of maintaining one's physical condition through physical exercise and/or sports is important for a good spiritual, intellectual, and social life. Each year, the appointed seminarian Fitness Directors coordinate communal sporting activities to promote seminarians' active lifestyle.

2.   **Smoking, Alcohol and Illegal Drugs**

As an affiliate of *Western University*, both the buildings and grounds of St. Peter's Seminary are smoke-free. (NB. This also pertains to the building and grounds of King's University College.)

At all times seminarians should observe the laws of the Province of Ontario concerning alcohol and should use proper prudence and discretion, keeping in mind the need for the virtue of temperance and respect for the sensibilities of others. Alcohol is ordinarily present at some community events, such as socials and festive meals. It may be present in the residence of the Seminary but is to be consumed and stored only within the Hall lounges.

The possession, smoking or consumption of marijuana in the Seminary and on the Seminary's property are prohibited. The possession of cannabis, public drunkenness, alcohol or drug related issues both inside or outside the Seminary will be considered ground for dismissal and/or referral for substance abuse assessment and treatment.

The use of illegal drugs is strictly forbidden and will be considered as grounds for dismissal.

3.   **Interpersonal and Social Skills Development**

As seminarians form a special community of brotherhood in Christ, and are in close contact with other university students, they should make every effort to develop their interpersonal skills of communication, display proper etiquette, politeness, cooperation, respect and attentiveness to the other person's needs and situation. Their overall disposition should reflect attitudes of a Christian gentleman who acts with dignity and graciousness as befits a future priest of the Church.

4.   **Personal Time Management**

The effectiveness of future ministry will be assisted by the proper management of time. One's time in formation is to be used prudently and with a sense of purpose, not only for the individual's need but also for the concerns of the wider community. The personal scheduling of prayer, study, recreation and leisure are decisions which are to be made by each seminarian. In doing so, the seminarian should be aware of the following values: his personal responsibility for his formation and the obligation to engage in these tasks, an accountability to the wider Church, and the proper and legitimate need for personal leisure and recreation.

5.   Leisure and Recreation

The proper use of leisure time and the choice of recreational activities (i.e., television, movies, social media, places and forms of entertainment) are decisions which must reflect a seminarian's commitment to Christian values, as well as detachment and simplicity of lifestyle and the authentic living of celibate chastity. It is prudent to examine these areas of one's life while in seminary formation and to discuss them with one's Spiritual Director and Formator. The celebration of Sunday as a day of freedom from work is strongly encouraged.

The Seminary has its own policy governing internet usage. Please refer to section VIII, Institutional Services.

III   Community Life

"The Seminary should follow a consistency in the ordering of life, formational activity and the fundamental demands of community life". (PDV 61)

1.   Community Formation Exercises, Liturgy, Events, and Horarium

The Seminary is a formation community, and its inner life is essential to the preparation of a future priest. It is important that the seminarian develop abiding habits of daily prayer by entering fully into the communal prayer of the Church, especially the daily schedule of the Liturgy: i.e., Morning or Evening Prayer in common, and the Eucharist.

Seminarians are expected to be present, on time, and to participate in all formation and community exercises. This includes academic classes, retreats, days of recollection, the weekly spiritual conferences and liturgy practicums, community workshops on formation, social events, and rector's conferences. Meals are considered community exercises. Each seminarian is asked to follow the guidelines established by the Food Services Manager and Administration with regard to meals and requests for food.

In the weekly schedule, Friday is ordinarily a study day for theologians and Saturday is a free day for all seminarians to organize their personal schedule. The exceptions to this include days of recollection and retreat, and other important house activities as they are determined. There are weekends scheduled each month when a seminarian may be away from the Seminary.

Seminarians are expected to be accountable. It is common courtesy to notify those to whom one is responsible when one is late for, or will be away from, Seminary community events, classes, formation exercises, pastoral placements and liturgies.

If a consistent and chronic pattern of irresponsibility occurs in any of the above areas, this will indicate a seminarian's diminished commitment to the formation program. If it persists after being acknowledged by the rector, the student will be asked to discontinue his formation at the Seminary.

2.   Dress & Attire

Seminarians are preparing to be representatives of the Church. As such, their personal dress should reflect this future role, showing respect for the ministry of priests and those they will be called to serve. Therefore, prudence and discretion should be observed in their choice of clothing for all events inside and outside the Seminary.

Required attire is divided into three categories:

a) *Formal dress*: includes a shirt, tie, dress pants and dress shoes and is worn at Morning Prayer and Eucharist on Sundays and Solemnities and on other occasions as indicated by the proper authority. A sports jacket or suit coat is optional but is recommended. Deacons have the option of wearing this or a Roman collar. Attire customary to seminarians' cultural tradition is to be discussed with the seminarians' Formator regarding its suitability

b) *Semi-formal dress*: includes a collared shirt, dress pants and dress shoes and is worn at formation activities and all other functions in the chapel (including on Feast Days.)

c) *Casual dress*: includes a shirt, casual pants; allows for jeans, shorts, T-shirts, or sweatshirts and may be worn for class, socials, or other specified house activities.

The exception to the above is made for retreats, days of recollection and the examination periods at the end of each semester. At these times, students are required to wear only *semi-formal dress* for the Eucharist. *Casual dress* may be worn at other times of the day.

3.   Residence Rooms

The Seminary is responsible for furnishing each seminarian a room. Each room is equipped with a washroom and shower. Each seminarian is to maintain personal care and cleanliness of his personal space, consisting of bedroom/office and washroom. Responsible energy conservation is an important consideration. Seminarians' rooms are subject to periodic checks by the seminarians' Group Facilitator and the Rector. Specific details outlining the upkeep of the residence rooms by seminarians are found in <Introduction to Institutional Services>.

4.   Public Spaces and Facilities

Seminarians are expected to show proper respect for the Seminary and its facilities. The maintenance and housekeeping staff make every effort to maintain the facilities in good condition, and to conserve utilities and energy. Seminarians are asked to collaborate with the staff in treating the facilities in a spirit of responsible stewardship.

All public spaces -- chapel, refectory, library, classrooms, conference rooms, AV room, student lounges, auditorium, parlours, computer rooms, gym, storage rooms, handball and tennis courts -- are for the use and enjoyment of all seminarians. No one may remove furniture, equipment or other articles without permission from the appropriate authority. Seminarians are asked to follow the specific guidelines for the maintenance and use of these facilities as outlined by the administration. If anything needs to be repaired or renovated, they should inform the seminary Facilities Manager.

5.   Absence from the Seminary

While in residence during the year, seminarians are normally free to leave the Seminary building and property, but they should always be aware of their commitment to the Seminary community, the requirements of their academic program, their spiritual exercises and other responsibilities of the formation program. A seminarian who is out in the evening is expected to return at a reasonable hour. This ensures proper rest and the need for a balanced physical regimen each day. With the exception of a free weekend, the request to be absent from the Seminary for overnight and/or an extended period of time for personal reasons requires that a mutual decision be reached by the seminarian and his Formator. The seminarian is then asked to fill out the appropriate information form and return it to the Formator. Some requests may require discussion with the rector / vice-rector.

Deacons are free to leave every weekend when there are no special classes or community events, retreats or days of recollection, or when they are not assigned in the liturgies.

6.   Hospitality and Visitors

Hospitality is a virtue which is important to the Seminary community. This should be extended to new seminarians, lay students, faculty, and staff and the many guests who visit the Seminary throughout the year. Common courtesy suggests that visitors be introduced to the seminarians and faculty when occasions present themselves. There are specific guidelines established concerning meals and accommodations for guests of seminarians which are outlined in this *Handbook*, section VIII.

Visitors are not allowed on the residence floors without the permission of the Formator. The respect for the common living arrangement of a group and the personal residence space of other seminarians is an important consideration in being welcoming and hospitable. The use of any common facilities by visitors is covered under the appropriate guidelines for such public rooms or facilities.

7.   Quiet and Silence

Seminarians are encouraged to cultivate a spirit of recollection that facilitates prayer and study. An atmosphere of quiet and peace should exist at certain times within the Seminary. This is especially essential on days of retreat and recollection, but seminarians are invited, for the sake of charity, to create and maintain such an atmosphere of quiet for themselves as well as for others on a regular basis. Silence is to be maintained from 11:00 pm to 7:00 am on the Seminary residence floors and hallways. The residence floor group lounges are available during this time for conversations among seminarians.

8.   Community Responsibilities

Seminarians will be asked to participate on committees, to accept community appointments, and to fulfill communal duties for the good order of Seminary life. Each of these roles and duties has its own description and time commitment. Every seminarian is asked to fulfill these tasks with competence, dedication and with the commitment to serving others. In addition, the cost of providing adequate formation facilities requires the contributed service of seminarians in fulfilling some of these communal duties.

9.   Personal Financial Budgeting

The formation of future priests includes, as a requirement on the financial level, a healthy autonomy and sense of responsibility. In this context, the seminarian is expected to understand the financial constraints of other university students and to contribute some level of financial support towards his own education and formation. In this way he learns to share in the monetary struggles of the people he will be called upon to serve. If a seminarian receives financial support from his diocese, parish or other Catholic organization, it is important that he develop a lifestyle marked by evangelical simplicity and which coincides with the humility of self-denial. This is now more than ever necessary in living a faithful commitment to detachment from material goods as a priest. It is important that the seminarian discuss such matters with his spiritual director and Formator.

1.1   Seminary Committees Structure

I   Introduction

1.   **The seminary committee structure is intended to promote the following values:**

   a)   The common good and thus the "common purpose" of the seminary community.

   b)   To encourage in each seminarian a spirit of service and of pastoral charity, an experience of working together, of offering one's gifts generously within the seminary community and of responding to the broader needs of the local Church and society.

   c)   To promote within the seminary the principles of collegiality and subsidiarity, to have committees which identify and call forth the gifts and talents of those within the community, and to ensure that the responsibility for certain aspects of the community life be carried out at the appropriate levels, etc.

   d)   To promote student participation in all aspects of the program of formation ie. human, spiritual, intellectual and pastoral.

2.   **Seminary Committees**

   There are five committees and one seminary council to serve the seminary community.

   - Community Life Committee (CLC) & Community Outreach Committee (COC)
   - Vocations Committee
   - Academic Committee
   - Liturgy Committee
   - Seminary Community Council (SCC)

3.   **Elections**

   The procedure and guidelines for elections is as follows.

   1.   By the second week of September, each of the seminary groups will elect one representative to serve on the Community Life Committee (CLC), the Vocations Committee, the Liturgy Committee, and the Community Outreach Committee (COC). It is the responsibility of the Formator to ensure that these elections take place in an appropriate manner and then inform the rector's secretary which of his group members will be serving as committee representatives for the coming year.

   2.   By the third week of September the election of the four academic representatives (ie. Arts, 1st Theology, 2nd & 4th Theology, and 5th Theology) will take place. It is the responsibility of the Dean of Studies to conduct these elections.

   3.   By the end of September each committee will arrange to meet and, at this initial meeting, elect a chairperson who will also be their representative on the Seminary Community Council (SCC). The appointed faculty representative has the responsibility for calling this first meeting and having the election of the SCC representative.

   4.   The Seminary Community Council will have its first meeting at the end of September.

II   Community Life Committee

1.   Purpose

The Community Life Committee (CLC) has responsibility for organizing the Seminary community's social, cultural and sports activities with the purpose of creating a closer and more fraternal community. It serves the human and pastoral dimensions of formation by promoting a truly social and communal environment in the life of the Seminary community.

2.   Responsibilities

a)   Plan and co-ordinate social events in the life of the Seminary community.

b)   Promote and facilitate the involvement of other members of the community in the planning and participation of these events.

c)   Assist the fitness director(s) in the promotion of fitness and athletic events in the community.

d)   Assist the King's University College (KUC) representative with any initiatives concerning the community.

e)   Have one member serve as food committee representative, who will in turn establish a food committee with two other seminarians along with the Manager of Food Services.

f)   To be involved in the administration and allocation of the student activity fee; to provide to the community of students a financial report which accounts for their expenditures each semester.

3.   Representation

The student representation on this committee is by group, while the faculty representative is an appointment of the Rector. Each group elects one of its members to serve on this committee. The group election is the responsibility of the Formator. The elected group members who form this committee will then meet and it is their responsibility to name a chairperson and executive (i.e., secretary, treasurer, cellarer) to carry out the work of the committee. They will also have responsibility to designate any members to specific roles as needed. The membership of this committee is as follows:

- student representative from each group
- fitness director(s)
- KUC student council representative
- faculty advisor

III   Community Outreach Committee (Combined with CLC)

1.   Purpose

The Community Outreach Committee (COC) promotes the active participation of the entire Seminary community in the apostolic mission of the Church. Its primary function is to establish a vision of outreach by initiating and coordinating the activities of the Seminary community in the work of evangelization, social justice, missions, the dignity of all human life, refugees, and community service involvement.

2. Responsibilities

a) To initiate within the Seminary community a focus on the apostolic mission of the Church in the modern world so that our vision extends beyond the Seminary.

b) To promote within the Seminary community prayer, reflection, and presentations on current issues of evangelization, social justice, the missions, and the sanctity of all human life. This is intended to lead the community into a deeper awareness of the need to collaborate with others involved in these activities.

c) To promote the involvement of individuals from the Seminary community in social justice, the missions, right to life, and refugees.

d) To coordinate the overall activities of the above-mentioned work for the Seminary community while respecting the principle of subsidiarity.

e) To communicate through the group representatives the activities of the committee.

3. Representation

The student representation on this committee is by group, while the faculty representative is appointed by the rector. Each group elects one member to serve on the committee. This group election is the responsibility of the Formator. The elected group members who form this committee will then meet and it is their responsibility to elect a chairperson and executive to carry out the work of the committee. They will also have responsibility to designate any members to specific roles of leadership on various working sub-committees. The membership of this committee is as follows:

- student representative from each group
- faculty advisor

IV Academic Affairs Committee

1. Purpose

The Academic Affairs Committee (AAC) is a consultative committee for student input into the continuing review of the academic formation program at St. Peter's Seminary. Its primary function is to promote research and communication between faculty and students regarding academic issues.

2. Responsibilities

a) To promote and maintain open communication and feedback between students and faculty concerning academic courses and issues through regularly scheduled meetings.

b) To provide recommendations concerning academic issues and curriculum planning when consultation is requested by the Dean of Studies.

c) To ensure that course evaluations are completed to the satisfaction of the Dean and the individual professors.

3. Representation

The student representation on this committee is by academic classes. It is the responsibility of the Dean of Studies to ensure that the students are elected by their representative classes at the beginning of each academic year. The membership of this committee is as follows:

- a representative from Arts
- a representative from 1st Theology
- a representative from 2nd - 4th Theology
- a representative from 5th Theology
- Dean of Studies

V   Vocations Committee

1.   Purpose

The Vocations Committee seeks to promote the Christian vocations of service to the Church, in particular the diocesan priesthood, religious life, and lay pastoral ministry. Its primary function is to establish a deeper awareness of the importance of vocations by collaborating with the initiatives of the Seminary and the local diocesan Church.

2.   Responsibilities

a) To foster a deeper awareness within the Seminary of the need to actively pray for vocations and to become involved in promoting them.

b) To enlist the help of community members in coordinating those activities within the Seminary which promote vocations awareness such as guest speakers, tours of the Seminary for schools and parishes, and the "Come and See" weekends for candidates interested in discerning a call to the priesthood.

c) To respond to the legitimate requests of the local diocesan parishes to become involved in their work of promoting vocations through educational and parish groups.

3.   Representation

The representation on this committee is by group, the faculty representative by the appointment of the rector. Each group elects one of its members to serve on the committee. This group election is the responsibility of the Formator. The director of Vocations for the diocese of London is on the committee by virtue of his office. The membership of this committee is as follows:

- student representative from each group
- faculty advisor
- London diocesan Vocations director

VI   Liturgy Committee

1.   Purpose

The Liturgy Committee serves to coordinate and facilitate the planning of the community's liturgical life of prayer and worship. The members carry this out under the direction of the Seminary director of Liturgy in the spirit of the Second Vatican Council. The faculty of the Seminary has the primary responsibility for the formation of the liturgical life of the Seminary.

2.   Responsibilities

a) To encourage and facilitate the involvement of members of the whole community in the celebration of Liturgy throughout the academic year.

b) To carry out basic planning and co-ordination for major events, feasts and seasons, by setting up and directing any sub-committees, with membership from the community, as needed.

c) To co-ordinate and schedule the various liturgical ministries for the celebration of Mass, encouraging the various gifts which each person brings to the Seminary.

d) To work for a deepening in the prayer life of the Seminary community through good liturgical celebrations.

e) To frequently evaluate the community's liturgical celebrations in order to improve them and so better serve the needs of the community and give glory to God.

3.   Representation

The student representation on this committee is by group and by appointment of the rector and faculty. The faculty advisor on the committee is the director of Liturgy for the Seminary. Each group elects one of its member to serve on this committee. This group election is the responsibility of the Formator. The elected and appointed members who form this committee will then meet, and it is their responsibility to elect a chairperson and executive to carry out the work of the committee. They will also have responsibility to designate any members to specific roles of leadership on working committees. The membership of this committee is as follows:

- student representative from each group
- masters of ceremonies
- sacristans
- music coordinators
- Seminary director of Liturgy
- Seminary director of Music

VII   Seminary Community Council

1.   Purpose

The Seminary Community Council (SCC) is a consultative body with representatives from each of the Seminary committees. It serves to promote the common good and growth of the Seminary community under the direction and authority of the rector and faculty. It does this by promoting communication and discussion on the activities which are being undertaken by the respective committees and the impact these have on the overall way of life at the Seminary.

2.   Responsibilities

a) To provide a forum for the presentation of concerns that arise from the Seminary committees, Seminary administration and other segments of the community which impact on the Seminary.

b) To facilitate effective communication and discussion among the Seminary committees and those representing other segments of the Seminary.

c) To promote effective coordination and cooperation in the work and activities which take place within the Seminary community, by respecting the principle of collegiality and subsidiarity.

3.　　Representation

The student representation on this council is drawn from those individuals who are elected by the respective committees, and those who represent other segments of the Seminary community. The rector and vice-rector are faculty advisors. The membership of this council is as follows:

- chairperson of CLC
- COC Representative from CLC
- chairperson of Academic Affairs
- chairperson of Liturgy
- chairperson of Vocations
- a representative from the lay students in Theology
- a representative from the deacons
- rector
- vice-rector

1.2　Seminarians' Summer Period of Formation

I　　Introduction

The following "guidelines" have been explained to the seminarians so that they are aware of what is expected of them during the summer months when school is not in session. These guidelines are intended for all the seminarians, and yet more is certainly expected of the seminarian in theology the closer he gets to the diaconate and the priesthood.

1.　　Religious Life and Prayer Life

The seminarian is expected to have a sincere faith in and devotion to the Eucharist. This may be manifested by frequent participation at week-day Mass. Sunday Mass, by devotion to the Eucharist apart from Mass and by his reverence and respect in the presence of the Eucharist. He should show an interest in the parish and participate in the parish liturgy if he is invited to do so.

The seminarian is expected to pray privately daily. He should show signs of Christian concern regarding the needs of others, and he should show a priestly zeal for the spread of the Faith, for bringing Christ to others and increasing the love of Christ in others.

2.　　General Deportment

We would expect a seminarian in Philosophy to work during the summer; this does not necessarily mean a labourer's job, although this would be good for some, he should have a job, in which he will show that he is a serious worker. He should have good manners, be courteous and gentlemanly. He is expected to dress neatly, in keeping with the circumstances in which he finds himself, but in such a way that he will not alienate others. He should be able to relate well with others, in a courteous and friendly way, to the laity and to those of the opposite sex. We feel that growth in celibacy and commitment to vocation should preclude any exclusive relationships with women which our society terms "dating". The same can be said of dancing and other entertainment involving a relationship with women that is not in keeping with a person aspiring to embrace a celibate vocation.

3.   Character

How would you assess the seminarian's character? The Seminary expects the seminarian to give evidence of a strong character; trustworthy, responsible, truthful, and honest, open and frank with others. He should enjoy a good reputation in the parish. We believe that what the laity perceive of this man's character is important.

4.   Recreation and Leisure Time

The seminarian's recreation and use of leisure time should be in keeping with his vocation. There should be moderation in the amount of leisure time. The seminarian is expected to be moderate in his use of alcoholic beverages and to obey the law regarding the use of alcohol; he is expected to abstain from all non-medical use of drugs. The use of recreational drugs is prohibited.

1.3   Institutional Services

I   Introduction

Institutional services at the Seminary come under three basic headings: Administration, Facilities

Management and Food Services. Each of these areas has its own responsibility for the operation of the Seminary, and each provide various services to students, staff and faculty. This Handbook provides basic information for the seminarians for the beginning and the end of the academic year, as well as the procedure for seeking repairs, parking, food services and Fire Emergency Procedures. This section also contains the Seminary's policy on the use of the internet.

Students should apprise themselves of the various procedures contained in this Handbook. They are important not only for the smooth operation of the facility, but also for the common good and for reasons of safety. Questions not answered in this section, or further information needed, may be obtained by contacting one of the managers responsible.

1.   Security

The Seminary does not employ security guards, therefore your cooperation in ensuring that doors and windows are locked each evening is essential. Although we have community appointments for security, each student should be conscious of the need for security. Your cooperation is also appreciated in reporting any unusual disturbances on the grounds and parking lot of the Seminary. Lock your own door. If you see someone on the residence floors you do not recognize, then please ask them if you can help them and what business they are conducting. Report immediately anyone you do not think should be there, to the administration office.

2.   Vehicles

Seminarian's vehicles are permitted in the St. Peter's Seminary parking lot and there is no parking fee. Seminarians are expected to submit details of make, model, year and license plate number to the Receptionist. There is a $25 deposit for each tag refundable following your term. Any changes must be reported to the receptionist and you are reminded of the following:

- You will be issued a parking tag which must be hung from your rear-view mirror or placed prominently on your dashboard
- Vehicles should be kept locked always
- All vehicles are to be parked in the main lot only and in designated areas for winter months

- Do not block designated 'Handicapped' or 'Fire Route' parking spaces or painted and signed walkways
- Report any damage to vehicles - then report to your own vehicle insurance company (damage is not covered by the Seminary insurance)
- If leaving your vehicle at St. Peter's Seminary during a vacation period, you must notify administration

3.   Bicycles

All bicycles are to be stored in the bike room in the garage. Please see Facility Manager for access to the bike room.

4.   Personal Laundry

Students are responsible for laundering all of their own clothes, bed linens, pillowcases towels, etc. Mattress pads and bedspreads will be laundered by Seminary staff if you send these items to laundry before departing for Christmas break and end-of-year break. There is no charge for the use of the laundry machines, but proper detergent (HE) must be utilized due to new high efficiency machines. Your own personal cleaning products must be kept in your own personal room.

5.   Rooms

The room you have been assigned is your personal and private space. However, in off semester times during the year, someone else may occupy this room, therefore, we ask for your cooperation in maintaining the room in good condition. Please remember the following:

- Rooms are to be kept in good order and will be subject to inspection on a regular basis

- Rooms should be thoroughly cleaned prior to departure at Christmas break and end of year

- Please ensure that your computers and radios meet proper standards and are in good working order.

- Your rooms are supplied with receptacles for computers and USB charging connections.

- Do not put any nail or screw holes in the walls. You will need to use something like a 3M Command hook to hang pictures or calendars, etc. on the walls.

- Use of candles or any burning incense is prohibited due to fire regulations.

- Cooking appliances are absolutely banned from your private rooms and any other lounge area.

- The recent upgrades to the floor areas will automatically set off fire alarms and possibly sprinkler systems. Any fire alarm immediately dispatches the fire department and if found to be a false alarm or unsafe cooking practices result in a very hefty invoice ($1,000 plus) which you will be responsible for payment. As well, if the sprinkler system is activated it will cause significant damage to the immediate area with possibly the whole floor and lower floors. Again, this will be your responsibility for all cost associated for full restitution.

- Please report any damage immediately (water, pipes, windows, etc.) and the facilities personnel will address it in a priority basis. Damages caused by the student may result in charges for repairs.

- Window screens are not to be removed

- Personal contents are not covered by the Seminary insurance so please ensure you have insurance through your home or auto insurance.

- Seminarians are responsible to clean their own washrooms and showers within your own rooms.

Please see Facilities Personnel for products.

- All Seminary buildings and property are designated as Smoke Free as required by municipal Bylaws.

- Smokers must smoke Off the Seminary property and any Western University property.

- All personal belongings must be removed at the end of each school year. Anything left behind will be disposed of.

- Student lounges will be equipped with a refrigerator, a toaster, a microwave, a kettle and a coffee maker.

- No cooking appliances are to be used in your rooms.

- Small appliances such as toasters and coffee makers may only be used in the lounges if approved by the Facilities Manager.

- No personal refrigerators allowed in your rooms.

6.   Mail

Mail for seminarians is distributed by the house mailmen each day to the mailboxes located center of corridor in Level 4. Therefore, only the designated mailmen should be entering the Reception area to obtain mail. If you are expecting registered mail or courier service, please notify Reception and you will be notified upon receipt of the item.

7.   Photocopying

A photocopier is provided for students in the library; see library staff regarding cost.

8.   Student Telephones

The Seminary has been equipped with Wi-Fi so each student can make use of their own cell phones and responsible for their own cell phone charges.

9.   Computers

Wi-Fi is provided on resident floors, classrooms, and library. Seminarians should refer to and observe the Seminarian's Policy on Internet Use'.

10.   Printers

Printers will be provided in each student lounge. One toner will be provided at beginning of each year.

Replacement toners are the responsibility of each group. Paper is the groups' responsibility.

II   Emergency Procedures

8.1 EMERGENCY PROCEDURES

The actions to be taken by occupants in emergency situations will be posted on each floor and will read as follows:

IN CASE OF FIRE

UPON DISCOVERY OF FIRE

Leave fire area immediately and close doors

Call Fire Department   911

Sound fire alarm

Leave building via nearest exit

DO NOT USE ELEVATORS

UPON HEARING FIRE ALARM

Leave building via nearest exit

Close doors behind you

CAUTION

If you encounter smoke in stairway, use alternate exit

REMAIN CALM

REMAIN CALM

This building is equipped with a single stage fire alarm system. The fire alarm system is to be activated to alert the other occupants of an emergency and to put into operation the approved fire safety plan. The fire department is to be notified by telephoning 911, giving the correct address and the exact location of the fire, floor number and/or suite number. 1040 Waterloo St., London, ON N6A 3Y1

INSTRUCTIONS TO OCCUPANTS ON FIRE PROCEDURES

Section 4

NOTE: A COPY OF SECTIONS 4,5,6 MUST BE GIVEN TO EACH OCCUPANT. NON-RESIDENTIAL OCCUPANCIES SHALL BE OUTLINED WITH THEIR OWN SITE SPECIFIC PROCEDURES.

In the event of fire, occupants will:

- leave the fire area, take keys;
- close all doors behind you;
- telephone the fire department (in house 911) (cell phone 911)
- never assume that this has been done; know and give correct address and location of fire in the building as follows: **St. Peter's Seminary, 1040 Waterloo St., London, Ontario, N6A 3Y1**
- activate the fire alarm; use the pull station and;
- use exit stairwells to leave the building immediately.

- *DO NOT USE ELEVATORS*
- *DO NOT RETURN UNTIL IT IS DECLARED SAFE TO DO SO BY A FIRE OFFICIAL*

If you are in a suite and a fire alarm is heard:

1. Before opening door, feel door and door knob for heat. If not hot, brace yourself against door and open slightly. If you feel air pressure or hot draft, close door quickly.
2. If you find no fire or smoke in corridor, take key, close door behind you and leave by nearest exit stairwell.
3. If you encounter smoke in corridor or stairwell consider taking corridor to other side of building where another stairwell may be clear, or return to your suite.
4. If you cannot leave your suite or have returned to it because of fire or heavy smoke, remain in your suite and:
   - close the door;
   - unlock door for possible entry of fire fighter;
   - dial 911, tell the fire department where you are and signal to fire fighters by waving a sheet;
   - seal all cracks where smoke can get in by using wet towels or sheets to seal mail slots, transoms and central air conditioning outlets if necessary (a roll of wide strong masking tape is useful);
   - crouch low to the floor if smoke enters the room;
   - move to the most protected room and partially open the window for air;
   - close the window if smoke comes in;
   - wait to be rescued, remain calm, do not panic or jump.

FIRE HAZARDS
Section 6

To avoid fire hazards in the building, occupants are advised to:

- not use unsafe electrical appliances, frayed extension cords, over-loaded outlets or lamp wire for permanent wiring;
- comply with non-smoking environment policy;
- not leave articles such as shoes, boots, mats, etc. in the building halls, corridors, and stairways.

In general, occupants are advised to:

- know where the alarm pull stations and exits are located;
- call your local fire department immediately whenever you need assistance; dial 911 and ask for the fire department
- know the correct building address and;
- notify the building superintendent if special assistance is required for disabled person in the event of an emergency.

II   Food Services Policies

1.   Meals

The normal times that meals are served in the refectory are as follows:

a)   Weekdays

- Breakfast 8:10 a.m. - 8:30 a.m.
- Lunch   12:00 p.m. – 1:30 p.m.
- Dinner   6:00 p.m.- 6:30 p.m.

b)   Weekends and Statutory Holidays

- Continental Breakfast
- Lunch   12:00 noon - 1:00 p.m.
- Dinner   6:00 p.m. – 6:30 p.m.

Seminarians are expected to provide their own snacks and beverages outside of mealtime.

2.   Procedures for Cleaning the Refectory

Seminarians are expected to participate and assist Food Services staff in cleaning up the refectory after meals. In addition to the group duty schedule for kitchen duty, individuals are asked to do the following:

a)   Breakfast and Lunch

Scrape plates into the garbage pails and empty cans, into recycling provided (do not scrape plates at the dining table).

1. No wrappers or toothpicks should be left on the plates; they ruin the dishwasher.
2. Slide tray individually into tray cart – do not stack.

b)   Dinner

After dinner prayers are offered and all make their way to the Chapel except the group on Kitchen Duty. (do not scrape plates while people are at the dining table).

- scrape refuse into the garbage
- the trays are placed in the rack

3.   Seating

Seminarians are asked to fill tables before starting another table. Efficiency of food preparation calls for staff to prepare food based on the number of seminarians. Please do not "reserve seats" for other seminarians but be welcoming to anyone who may wish to sit with you.

4.   Dining Facilities

St. Peter's Seminary maintains professionally staffed dining facilities for the use of the faculty, staff and registered students or the institution. The facilities, however, are open to the public by reservations made through the Food and Conference Services Manager.

5. Guests at Open Mass

Seminarians may invite guests for the meal after the Open Masses. The number of guests that will be accepted is very limited. Guests may be invited according to the following procedure:

1. Seminarians and faculty members will be allowed no more than eight guests per term including family members. For any additional guest per term the seminary will be reimbursed $8.50 per guest for lunch or dinner.
2. Guests and family members will be signed in as space allows.
3. Food Services will record the number of guests that individuals have signed in for each term.

Guests are not to be invited for other meals without the permission of the rector or the Formator. The kitchen staff must be notified in advance of approved guests.

6. Nutrition and Diets

The Food Services staff strives to provide three balanced meals every day. Each day a variety of food is available from which to make healthy selections, i.e., fresh fruit, whole grains, etc. Each seminarian is responsible for maintaining a well-rounded diet suited to his overall health needs. In general, it is wise to eat more grains, fruits and vegetables, and limit the intake of fats. Nutrition information is available from the Food and Conference Services coordinator.

Food Services will provide special diets for seminarians with physician-prescribed diets. Food Services will not provide "special" food other than regular menu without such instructions. Students with special diets should see the Food and Conference Services coordinator. We will make every reasonable effort to accommodate your needs within the current menu selection. This includes vegetarian menus.

7. Meals During Vacation Periods

1. The dining room will officially open to students for lunch on the first day of orientation in the fall semester, and on the evening prior to the commencement of the second term classes in January.
2. The dining room will officially close after breakfast following the final day of exams in the fall semester, and after breakfast on the third day after the end of final exams in the spring semester.
3. Seminarians who require additional meals past the official closing of the dining room must have the approval of the Rector or Vice-Rector.

8. Kitchen Services and Facilities

1. For health and safety reasons the kitchen is "off limits" to seminarians and all other students. Do not enter this area without authorization. If you need anything from the kitchen, please see a Food Service staff member at the door.
2. St. Peter's Seminary does not reimburse seminarians for missed meals.
3. It is not normally permitted for anyone except Food Services staff to use the kitchen facilities for food preparation of any kind. Any exceptions must be approved by the Food and Conference Services Manager.
4. Please do not remove dishes from the dining room.

9. East and West Lounge Kitchenettes

1. The Seminary provides basic kitchenette supplies (utensils, flatware, plates, etc.) for the hall lounges. Please check Introduction to Institutional Services for further details on Lounges.
2. Seminarians are responsible for maintaining hall lounge kitchenette in a safe and sanitary fashion throughout the year. In addition to regular responsibilities, groups are responsible for ensuring that the group kitchenette facilities are thoroughly cleaned at the end of each term.
3. Food Services is not responsible for providing snack items.

10. End of Semester Group Kitchen Cleaning Checklist

- Sweep floor.
- Wash all dirty dishes and store in cupboards.
- Clean kitchen counter.
- Clean small appliances.
- Remove any soiled hand towels and dish clothes for laundry service to pick up.
- Return any dining room cutlery, plates, cups, etc., to the kitchen.
- Clean out refrigerator of all remaining/expired food and wash out inside of refrigerator.
- Clear out beer bottles, liquor bottles, any other glass bottles.

11. Weekend Meal Sign-in Procedure

1. In general, Friday dinner meal and all-day Saturday is a free for seminarians, they are entitled to be absent for meals. Seminarians who intend to be present for Friday dinner, Saturday lunch and/or dinner must indicate their intention to stay for a meal on the "sign in" sheet posted on the refectory bulletin board. To ensure Food Services prepares the proper quantity of food, please sign in by Friday noon.

2. In the event of a free weekend, students must indicate their intention to be present following same procedure as above.

12. Absence from Meals

1. Seminarians are expected to attend all meals unless indicated a "sign in" meal on the formation calendar.
2. Permission to be absent may be granted by the Formator. Seminarians who have been granted permission to be absent from meals must inform the kitchen staff in advance of their absence.
3. Food Services staff will provide appropriate meals for seminarians who are too ill to attend regular meals, or who must be absent for other legitimate reasons (e.g., class time, field education placement).

III   Information Technologies

Policy Associated with Information Technology Including Internet Resources[1]

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[1] This policy has been compiled with the assistance of the North American Baptist Seminary "Computing and Internet Resources Acceptable Use Policy," February 13, 2002; the Newman Theological College "Information Technology--Acceptable Use Policy," May 8, 2001; the Cleveland Catholic Diocese, "Internet Policies and Procedures. Policy for the use of the Internet, Electronic Communications and Other Technology," January 6, 2003.

1.   Preamble

The last two decades have witnessed a dramatic transformation of communication in much of our world, rooted in the expansion of the place of computer technology in ways that continue to re-shape the way in which we gather and share information, interact with each other, and understand our relationship as part of a global community. As a Church, we are very conscious of the potential of this technology to build up the human family and enhance life—but also its potential to erode authentically human relationships, undermine moral values, spread falsehoods and discourage careful, thoughtful reflection on important issues. We realize *the moral and spiritual ambiguity* of the Internet and related media: used in a careful, creative, spiritually and morally sensitive way, it can bring out the best in us, as human beings and Catholic Christians. Used in a selfish, immoral or thoughtless way, however, it can bring—and has brought—great harm to individuals, communities and groups. As a seminary community, we seek to *maximize* the Internet's potential for good, while avoiding the pitfalls that have been identified with its misuse or abuse. Like any human invention, a moral judgement on its value depends on the uses to which it is put, and the intentions of its users.

In recent years, the Vatican has repeatedly stressed the value the Internet and related technologies can have from a Christian perspective. Pope Benedict wrote, in his 2011 message for World Communications Day: "The new technologies allow people to meet each other beyond the confines of space and of their own culture, creating in this way an entirely new world of potential friendships ... It follows that there exists a Christian way of being present in the digital world: this takes the form of a communication which is honest and open, responsible and respectful of others. To proclaim the Gospel through the new media means not only to insert expressly religious content into different media platforms, but also to witness consistently [to] preferences and judgements that are fully consistent with the Gospel". He calls on all Christians, "confidently and with an informed and responsible creativity, to join the network of relationships which the digital era has made possible. This is not simply to satisfy the desire to be present, but because this network is an integral part of human life." For those who seek to share the message of Jesus with our contemporary culture, the Internet—used properly and wisely—is no longer an option but a necessity. Understanding it and being able to use it well is a new form of bilingual ability that allows us to speak in a language that today's people—and particularly young people—will listen to.

There is no denying the pitfalls and potential "dark side" that these technologies can also represent, when they are used without reference to moral values. As Pope John Paul II correctly pointed out, "the media often do render courageous service to the truth; but sometimes they function as agents of propaganda and disinformation in the service of narrow interests, national, ethnic, racial, and religious prejudices, material greed and false ideologies of various kinds". Material made available online can harm people's reputations, can contribute (through much easier access to pornography and sexually explicit material) to addictions and the de-valuing of human dignity, can stifle the human need for silence and contribute to a mentality where we are "always on," in which Sabbath becomes an increasingly elusive concept. Online activity (browsing Web sites and responding to e-mails and blog posts) can consume a disproportionate and unhealthy amount of our energy and time, distracting us from other types of relationships, and preventing us from seeking out other forms of recreation that our minds and bodies demand for the sake of a healthy, balanced lifestyle. A truly *Christian* use of these technologies obviously calls for self-discipline, restraint and a deep rootedness in Christ and His teaching.

2.   Policy

Article 1.   Definitions

1.1. IT Systems: These are Information Technology resources (i.e. laptops, computers, tablets, mobile phones, printers, network) online and offline storage media and related equipment, software and data files that are owned, managed, or maintained by St. Peter's Seminary. This includes use of IT resources (provided by St. Peter's Seminary or personal access devices) within and outside of St. Peter's Seminary (ie. Western, public wifi, etc.).

1.2. User: A "user" is any person, whether authorized or not, who makes any use of any Seminary IT System from any location. This includes seminarians, lay students, administration, faculty, staff, and library patrons. A "user" is also one who uses the Seminary IT Systems, even when carried out on a privately-owned computer that is not managed or maintained by St. Peter's Seminary.

1.3. Systems Authority: While St. Peter's Seminary is the legal owner or operator of all its IT Systems, the rector may delegate oversight and management of particular systems to the heads of specific offices or departments of the Seminary or to individual persons. The rector has the final authority to determine who is permitted access to particular IT resources. Furthermore, the Seminary assumes no responsibility for lost or corrupted personal data.

Article 2.   Purpose, Goals and Principles of This Policy on IT and the Internet

2.1. The purpose of this policy is to ensure an information technology infrastructure that promotes the basic mission of the Seminary in teaching, learning, research, pastoral care, formation, communication, and administration.

2.2. In particular, this policy aims to promote the following goals:

a.   To ensure the integrity, reliability, availability, and performance of IT Systems;

b.   To ensure that use of IT Systems is consistent with the moral and formational principles and values that govern the use of all services within the Seminary;

c.   To ensure that IT Systems are used for their intended purposes;

d.   To ensure that the entire community is aware of the fundamental theological and moral principles associated with the use of the Seminary's IT Systems; and

e.   To establish procedures for addressing policy violations and sanctions for violators.

2.3. The use of the IT Systems is governed by certain theological and moral principles that contribute to the development of a discerning use of IT and the Internet:[2]

2.4. Communication in and by the Church is rooted in the communion of love among the divine Persons and their communication with us, through the Word made flesh. God continues to communicate with humanity through the Church, the bearer and custodian of the revelation of God.

a.   The first fundamental ethical principle involves the fact that the human person and the human community are the end and measure of the use of the media of social communication; that is, communication should be by persons to persons for the integral development of persons.

b.   The second principle for ethical evaluation of social communications involves the common good, i.e., the sum total of social conditions which allow people, either as groups or as individuals, to reach their fulfillment more fully and more easily. The members of a community commit themselves to fulfill the purpose for which the community exists.

c.   The third principle for ethical evaluation involves the promotion of solidarity, the virtue that disposes people to protect and promote the common good. Solidarity applies both on the local level as well as the international level.

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[2] These principles are developed in PSCS, *Ethics in Internet*, nn. 3 and 4; PSCS, *The Church And Internet*, nn. 3 and 12.

2.5. A discerning use of IT and the Internet involves the need to develop good habits through a growth in virtue, especially the cardinal virtues. An appropriate use of IT and the Internet requires:

    a.   prudence, to see clearly the implications of the use of this technology;

    b.   justice, to close the digital divide between the information-rich and the information-poor and to be committed to the common good;

    c.   fortitude, to possess the courage to stand up for truth in the face of religious and moral relativism, for altruism and generosity in the face of individualistic consumerism, for decency in the face of sensuality and sin; temperance, to nurture a self-disciplined approach in order to use this technology wisely and only for good.

Article 3.   Fundamental Perspective Regarding Information Technology and the Internet

3.1. Information Technology and the Internet play an integral part in the fulfilment of the mission of St Peter's Seminary in the areas of research, formation, educational and administrative roles. Thus, the seminary makes available computer and Internet resources including data storage, e-mail and access to the World Wide Web (WWW), which may be used by its students, administration, faculty, staff, and library patrons. These resources are to be used to promote education and learning and to carry out the administrative services of the Seminary.

3.2. The use of these resources is not a right, but a non-transferable privilege which arises from one's enrollment in or association with the Seminary.

3.3. Users of these IT resources have a responsibility to use those resources with integrity, to respect the rights of other users, and in general not to abuse those resources. This policy provides guidelines for the appropriate use of the Seminary's resources. Users should be aware that electronic communications are neither private nor secure, since e-mail or other communication may be stored indefinitely on any number of computers or may be sent to non-intended or incorrect user addresses. In light of this characteristic of IT Systems, users should have no expectation of privacy in the use of the Seminary's IT resources. This includes all data transmitted over wired or wireless media.

3.4. Usage of the Seminary's IT and Internet resources is governed by federal[3] and provincial laws as well as the regulations of the University of Western Ontario[4] and the standards found in the Seminary's Program of Priestly Formation. Each user has the responsibility to know and to comply with applicable laws, standards, policies and procedures. Users of IT Systems may exercise rights of free inquiry and expression consistent with Seminary policies and the limits of the law.

3.5. The Seminary shall routinely monitor usage patterns for the IT Systems, e.g., site accessed, peak utilization times or data volume. This monitoring is done as a way to manage responsibly the technology equipment and services and as a way to deal with the ethical and formational issues associated with the use of IT Systems. The Seminary shall routinely log user actions in order to facilitate recovery from system malfunctions and for other management purposes.

Article 4.   Appropriate Use of IT Systems

This article represents a guide to appropriate and acceptable use of the Seminary's Information Technology, including the Internet. It is not intended to identify all acceptable uses, but to indicate those uses which are clearly consistent with the purposes of these resources at the Seminary.

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[3] The *Criminal Code of Canada* is very clear on these issues. Unauthorized access to *any* computer system is a crime punishable by a lengthy jail term. Likewise mischief performed on computer data is as much a crime as mischief performed against physical property. At least two sections of the Criminal Code address this issue: unauthorized use, e.g., breaking into a system, and mischief, e.g., vandalizing data.

[4] These may be seen in the Policies and Procedures of the Department of Information Technology Services.

4.1. Appropriate Use: IT Systems are to be used for their authorized purposes, that is, to support the research, education, administration, formation, communication, and other functions of St. Peter's Seminary.

4.2. Personal Use: Incidental personal use by members of the Seminary community is also permitted, as long as personal use is not excessive and does not interfere with the carrying out of day-to-day responsibilities and tasks of the Seminary. It is understood that incidental personal use may vary according to the duties and responsibilities of the user. Ultimately, personal use should not interfere with the efficient operation of the Seminary IT System. Personal devices may have access to seminary resources provided that they are used in a manner that follows the regulations and the hardware and software requirements outlined by the Seminary and IT staff (i.e. antivirus and anti-spam software). Since personal devices have access to Seminary systems, users should have no expectation of privacy in the use of the Seminary's IT resources.

4.3. Proper Authorization: Users are entitled to access only those elements of IT Systems that they are authorized to access.

4.4. Social Media: Users are required to abide by the norms and principles of this policy in their use of blogs, Facebook, Twitter, LinkedIn, You Tube, or any other social network or communication platform.

Article 5.   Inappropriate Use of IT Systems

5.1. This article provides a list of activities which characterize inappropriate and unacceptable use. It is not intended to identify all inappropriate uses, but to indicate the types of uses, which are clearly inconsistent with the purposes of the Seminary's IT Systems. Involvement in any of the following activities is subject to consequences as outlined further in this policy. The Seminary considers the following categories of use as inappropriate and therefore prohibited.

5.2. Users must not deny or interfere with service to other users in any way, including "resource hogging," propagating "chain letters" or virus hoaxes, spreading e-mail or postings widely and without good purpose, or flooding an individual, group, or system with numerous or large e-mail messages. Reckless distribution of unwanted mail or other unwanted messages is prohibited. Other behaviour that may cause excessive network traffic or computing load is also prohibited, e.g., excessive online activities such as excessive playing of computer games.

5.3. Any use which damages the integrity of the Seminary or other IT Systems. Users should not intentionally access any site that is inappropriate for the Seminary, or which could cause embarrassment and/or scandal to the Seminary or to the User. This category includes, but is not limited to, the following activities:

a.   Intentionally accessing sexually explicit, pornographic, or graphically violent web sites, or downloading images or materials from such web sites. Accessing "hate speech" sites is also generally prohibited. Accessing gambling sites is prohibited.

b.   Unauthorized access or use: The Seminary recognizes the importance of preserving the privacy of users and data stored in IT Systems. Users must honour this principle by neither seeking to obtain unauthorized access to IT Systems, nor permitting or assisting any others in doing the same. Users must not intercept, or access data communications not intended for that user. As well, advertising of commercial products, services and businesses that are not affiliated with or sanctioned by the Seminary is unacceptable.

c.   Attempts to interfere with system security: Users must not interfere with any IT system's security, e.g., by "cracking" or guessing and applying the identification or password of another user, or by interfering with any monitoring system.

    d.   Disguised use: Users must not conceal their identity when using IT Systems, except when the option of anonymous access is explicitly authorized. Users are also prohibited from masquerading as or impersonating others or otherwise using a false identity. As a consequence, the use of chat rooms is prohibited.

    e.   Distributing computer viruses: Users must not knowingly distribute or launch computer viruses, worms, or other rogue programs. Users are responsible to keep their personal systems up to date with antivirus and anti-spam software. IT staff can provide recommendations for software defense.

    f.   f. Modification or removal of data or equipment: Without specific authorization, users may not remove or modify any seminary-owned or administered equipment or data from IT Systems, e.g., by changing the configuration of a computer or by altering the cabling or components of any computer system. Furthermore, users must not make or attempt to make any deliberate, unauthorized changes to data on an IT System.

    g.   Use of unauthorized devices: Without specific authorization, users must not physically or electronically attach any additional device, e.g., an external disk, printer, or video system, to the IT Systems.

5.4. Use in violation of law: Illegal use of IT Systems, i.e., use in violation of civil or criminal law at the federal, provincial, or local levels, is prohibited. This includes distributing illegal obscenity, receiving, transmitting, or possessing child pornography, and making bomb threats.

5.5. Copyright infringements: Users should be aware that copyright law governs (among other activities) the copying, display, distribution, and use of software and other works in digital form (text, sound, images, and other multimedia). This also is connected to academic dishonesty in the form of plagiarism or any form of cheating. However, the law permits use of copyrighted material without authorization from the copyright holder for some educational purposes.

5.6. Use in violation of Seminary contractual obligations: All use of IT Systems must be consistent with the Seminary's contractual obligations, including limitations defined in software and other Seminary licensing agreements.

Article 6.   User Responsibilities

6.1. Personal Account Responsibility: Users are responsible for maintaining the security of their own IT Systems accounts and passwords. Accounts and passwords are normally assigned to single users and are not to be shared with any other person without authorization. Users are presumed to be responsible for any activity carried out under their IT Systems accounts or posted on their personal web pages. Upon request by a Seminary authority, users must produce valid identification.

6.2. Responsibility for Content: Users are responsible for the content of all transmissions from their account or computer. Since official Seminary information may be published in a variety of electronic forms, the office or department under whose auspices the information is published is responsible for the content of the published material.

6.3. Responsibility for Reporting Problems: Users are responsible for reporting to the appropriate Systems Authority any problems or weaknesses they discover in the operation or security of the IT Systems.

Article 7.   Conditions of and Procedures for Seminary Access

The Seminary places a high value on privacy and recognizes its critical importance in an academic setting and does not normally inspect, monitor, read, retrieve, or disclose user communications. However, as a condition of using the Information Technology and Internet administered by the seminary, each user consents and authorizes the Seminary through a User Agreement Form, to inspect a user's communications without the user's prior consent and/or notification. Thus, in certain circumstances and following appropriate procedures, the rector may determine that concerns of the

common good may outweigh the value of a user's expectation of privacy and may warrant Seminary access to relevant IT Systems without the consent of the user. Those circumstances are stated in this article, together with the procedural safeguards established to ensure access is gained only when appropriate.

7.1. By attaching privately owned personal computers or other IT resources to the Seminary's system, users consent to the Seminary use of scanning programs for security purposes on those resources while attached to the network or system.

7.2. In accordance with provincial and federal law, the Seminary may access all aspects of IT Systems, without the consent of the user, in any of the following circumstances:

  a. When necessary to identify or diagnose systems or security vulnerabilities and problems, or otherwise preserve the integrity of the IT Systems;

  b. When required by federal, provincial, or local law or administrative rules;

  c. When there are reasonable grounds to believe that a violation of law or a significant breach of Seminary policy may have taken place and access, inspection or monitoring may produce evidence related to the misconduct;

  d. When such access to IT Systems is required to carry out essential business functions of the Seminary.

7.3. Consistent with the value of the privacy of users, Seminary access without the consent of the user, will occur only with the approval of the rector or his delegate. The rector, through the Systems Authority, will log all instances of access without consent. A user will be notified of Seminary access to relevant IT Systems without consent. Depending on the circumstances, such notification will occur before, during, or after the access, at the rector's discretion.

7.4. In addition to accessing the IT Systems, the Seminary, through the appropriate Systems Authority, may deactivate a user's IT privileges, whether or not the user is suspected of any violation of this policy, when necessary to preserve the integrity of facilities, user services, or data. The Systems
Authority will attempt to notify the user of any such action.

Article 8.   Procedures to Deal with Violations

8.1. Complaints of Alleged Violations of Inappropriate Use of the IT Systems: An individual who believes that he or she has been harmed by an alleged violation of this policy may file a complaint with the Systems Authority or the rector, who will investigate the allegation and deal with the matter according to this article.

8.2. Reporting Observed Violations: If an individual has observed or otherwise is aware of a violation of this policy, but has not been harmed by the alleged violation, he or she may report any evidence to the Systems Authority overseeing the facility most directly involved, or to the rector. Appropriate investigation shall take place and the matter will be dealt with according to this article.

8.3. Disciplinary Procedures: Alleged violations of this policy will be pursued in accordance with the appropriate disciplinary procedures for faculty and staff, as outlined in the appropriate handbooks and other applicable materials. Violations of this policy by students will be pursued through the appropriate disciplinary procedure for students.

8.4. Penalties: Individuals found to have violated this policy may be subject to penalties, including expulsion from the seminary or termination of employment with the seminary. Violators may also face IT-specific penalties, including temporary or permanent reduction or elimination of some or all IT privileges. The appropriate penalties shall be determined by the rector in consultation with the Systems Authority and/or the faculty.

8.5. Legal Liability for Unlawful Use: In addition to Seminary discipline, users may be subject to criminal prosecution, civil liability, or both, for unlawful use of the Seminary's IT Systems.

8.6. Appeals: Users found in violation of this policy may appeal or request reconsideration of any imposed disciplinary action, in accordance with appeals' procedure to the bishop or vicar general.

Article 9.   Policy Development

9.1. This Policy may be periodically reviewed and modified by the rector of the Seminary, who may consult with relevant Seminary committees, faculty, administration, students, and staff.

1.4   The A. P. Mahoney Library

Click below for information from the Library Website at https://www.stpetersseminary.ca/Library/50

About Monsignor A. P. Mahoney	Faculty Support
Borrowing	Policies
Services	Hours
Research Guides	Contact Info
Student Support	Lectures