2009-2012

Student Computing Guide

Management Information Systems
BENEDICT COLLEGE
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. MIS Mission and Vision Statements</td>
<td>3</td>
</tr>
<tr>
<td>II. Map of Computer Labs</td>
<td>4</td>
</tr>
<tr>
<td>III. Computer Lab Locations</td>
<td>5</td>
</tr>
<tr>
<td>IV. Lab Hours of Operation</td>
<td>7</td>
</tr>
<tr>
<td>V. Lab Rules and Regulations</td>
<td>8</td>
</tr>
<tr>
<td>VI. Copyright Infringement Policy</td>
<td>13</td>
</tr>
<tr>
<td>VII. Computer Access</td>
<td>18</td>
</tr>
<tr>
<td>VIII. Intranet and Electronic Mail Usage</td>
<td>22</td>
</tr>
<tr>
<td>IX. Connecting your Computer to the Benedict College Campus Network...</td>
<td>23</td>
</tr>
<tr>
<td>X. Your Computer Basics</td>
<td>29</td>
</tr>
<tr>
<td>XI. Introduction to Microsoft Windows XP</td>
<td>31</td>
</tr>
<tr>
<td>XII. Troubleshooting</td>
<td>41</td>
</tr>
<tr>
<td>XIII. Appendix</td>
<td>42</td>
</tr>
<tr>
<td>a. Network Access Forms</td>
<td>43</td>
</tr>
<tr>
<td>b. Request For Dorm Room Access Form</td>
<td>45</td>
</tr>
</tbody>
</table>
Office of Management Information Systems
Benedict College

~ Mission ~

The mission of the Office of Management Information Systems is to provide efficient, effective and economical management of all technology, information, and informational resources. Particularly, the Office of Management Information Systems (MIS) provides the central computing/information technology operations of the College as well as the management of all information and information resources; inclusive but not limited to computer services, computer record management, data, voice and networking communications, computing and network infrastructures, and telecommunications. Utilizing the college’s technology resources, MIS serves as both a resource management function within the College and as a support base for the College’s overall management perspective on improving organizational effectiveness. Hence, the mission is inclusive of maximizing the quality, use, and value of information and technology within the College.

~ Vision ~

The Office of Management Information Systems (MIS) is committed to providing and maintaining Benedict College with the best computing and telecommunication technology possible. MIS seeks to support adequately the education, research, service, and work of the faculty, staff, students and administration.
MAP OF COMPUTER LABS

LEGEND:
- Living and Learning Labs (OPEN TO SPECIFIED DORM GENDER)
- MIS Department Location
- Open Computer Labs (OPEN TO ALL)
- Wireless Connections (OPEN TO ALL)
## COMPUTER LAB LOCATIONS

<table>
<thead>
<tr>
<th>Labs Location</th>
<th>Responsible Person(s) or Area</th>
<th>Number of Computers</th>
<th>Number of Printers</th>
<th>Hours of Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Living and Learning Labs</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Courtyard West</td>
<td>MIS</td>
<td>4</td>
<td>1</td>
<td>9:00am-12:00am</td>
</tr>
<tr>
<td>Jenkins Hall</td>
<td>MIS</td>
<td>4</td>
<td>1</td>
<td>9:00am-12:00am</td>
</tr>
<tr>
<td>Goodson</td>
<td>MIS</td>
<td>4</td>
<td>1</td>
<td>9:00am-12:00am</td>
</tr>
<tr>
<td>Mather</td>
<td>MIS</td>
<td>15</td>
<td>1</td>
<td>9:00am-12:00am</td>
</tr>
<tr>
<td>Gambrell</td>
<td>MIS</td>
<td>4</td>
<td>1</td>
<td>9:00am-12:00am</td>
</tr>
<tr>
<td>Mini Dorm</td>
<td>MIS</td>
<td>6</td>
<td>1</td>
<td>9:00am-12:00am</td>
</tr>
<tr>
<td>Stuart Hall</td>
<td>MIS</td>
<td>4</td>
<td>1</td>
<td>9:00am-12:00am</td>
</tr>
<tr>
<td>Haskell</td>
<td>MIS</td>
<td>8</td>
<td>1</td>
<td>9:00am-12:00am</td>
</tr>
<tr>
<td>English Meadows</td>
<td>MIS</td>
<td>9</td>
<td>1</td>
<td>9:00am-12:00am</td>
</tr>
<tr>
<td>Bentley Courts</td>
<td>MIS</td>
<td>5</td>
<td>1</td>
<td>9:00am-12:00am</td>
</tr>
<tr>
<td>Oak Street</td>
<td>MIS</td>
<td>5</td>
<td>1</td>
<td>9:00am-12:00am</td>
</tr>
<tr>
<td>Garners Crossing</td>
<td>MIS</td>
<td>5</td>
<td>1</td>
<td>9:00am-12:00am</td>
</tr>
<tr>
<td><strong>Open Access Computer Labs</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bacoats Hall</td>
<td>MIS</td>
<td>42</td>
<td>2</td>
<td>9:00am-10:00pm</td>
</tr>
<tr>
<td>Starks Student Center</td>
<td>MIS</td>
<td>32</td>
<td>2</td>
<td>9:00am-10:00pm</td>
</tr>
<tr>
<td>Duckett Hall 303B</td>
<td>MIS</td>
<td>7</td>
<td>1</td>
<td>9:00am-6:00pm</td>
</tr>
<tr>
<td><strong>Electronic Classroom/Resource Center</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Electric Classroom (Starks)</td>
<td>STEM</td>
<td>20</td>
<td></td>
<td>8:30am-5:30pm</td>
</tr>
<tr>
<td>GEM (Lab A) (Starks)</td>
<td>STEM</td>
<td>30</td>
<td>0</td>
<td>8:00am-6:00pm</td>
</tr>
<tr>
<td>GEM (Lab B) (Starks)</td>
<td>STEM</td>
<td>33</td>
<td></td>
<td>9:00am-5:00pm</td>
</tr>
<tr>
<td>Peer Tutorial Center - PTC (BC Cares)</td>
<td>STEM</td>
<td>9</td>
<td>1</td>
<td>9:00am-5:00pm</td>
</tr>
<tr>
<td>MAC Lab (Greg St)</td>
<td>Dr. Jones</td>
<td>15</td>
<td>0</td>
<td>9:00am-5:00pm</td>
</tr>
<tr>
<td>Business &amp; Economics Lab (Duckett 310)</td>
<td>Ms. Powell</td>
<td>36</td>
<td>1</td>
<td>9:00am-5:00pm</td>
</tr>
<tr>
<td>Education Dept. (Bacoats Hall 1st Floor)</td>
<td>Dr. Witty</td>
<td>9</td>
<td>1</td>
<td>8:30am-5:00pm</td>
</tr>
<tr>
<td>Continuing Education (Lamar Bldg)</td>
<td>Dr. Joiner</td>
<td>12</td>
<td>1</td>
<td>10:00am-10:00pm</td>
</tr>
<tr>
<td>Electronic Resource Center (Library)</td>
<td>Mr. Pembleton</td>
<td>10</td>
<td>2</td>
<td>8:00am-10:00pm</td>
</tr>
<tr>
<td>Library Commons</td>
<td>Ms. Bethea</td>
<td>14</td>
<td></td>
<td>8:00am-11:00am</td>
</tr>
<tr>
<td>Library Lower Level (printing station only)</td>
<td>MIS</td>
<td>8</td>
<td>1</td>
<td>8:30am-5:00pm</td>
</tr>
<tr>
<td>Mass Comm. Lab (Lower Level Starks)</td>
<td>Mr. Rogers</td>
<td>6</td>
<td>1</td>
<td>8:30am-5:00pm</td>
</tr>
<tr>
<td>Mathematic Lab</td>
<td>Dr. Richardson</td>
<td>5</td>
<td></td>
<td>8:30am-5:00pm</td>
</tr>
<tr>
<td>Visual Arts Lab (Fine Arts 116A)</td>
<td>Ms. Moore</td>
<td>8</td>
<td>5</td>
<td>8:30am-5:00pm</td>
</tr>
<tr>
<td>Writing Lab (BC Cares)</td>
<td>Dr. Richardson</td>
<td>10</td>
<td>1</td>
<td>8:30am-5:00pm</td>
</tr>
<tr>
<td>Computer Engineering (Alumni 106)</td>
<td>Dr. Nikravesh</td>
<td>30</td>
<td>1</td>
<td>8:30am-5:30am</td>
</tr>
<tr>
<td>Computer Science Research (Alumni 313)</td>
<td>Dr. Nikravesh</td>
<td>14</td>
<td>1</td>
<td>8:30am-5:30am</td>
</tr>
<tr>
<td>Service Location</td>
<td>Name</td>
<td>Hours</td>
<td>Days</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>----------</td>
<td>-------</td>
<td>------</td>
<td></td>
</tr>
<tr>
<td>Electrical Engineering (Alumni 103)</td>
<td>Dr. Nikravesh</td>
<td>6</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>HPER Lab (HRC 3rd Floor)</td>
<td>Dr. Cole</td>
<td>10</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Fin Aid (Bacoats)</td>
<td>Ms. Black</td>
<td>5</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>444</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Computer Support Services by School of STEM*
COMPUTER LAB
HOURS OF OPERATION

Information Technology facilities are located conveniently throughout campus and are available to all Benedict College students, faculty and staff members on a first come, first served basis.

Lab Hours, Class Closings & Reservations
Generally, Benedict College Computing Labs are open whenever the buildings are open during the semester. Some Computing Labs may be reserved for classes, closed during special campus events (such as mandatory student assemblies), or closed a few hours at a time for routine maintenance.

If a class has a lab reserved, you will not be able to use the labs during that time. Notice should be posted on the door in advance, and the classes usually are only in the lab for an hour. Labs are not scheduled for more than five hours of classes during a 24-hour period. The following Open Labs are typically not reserved for classes during the semester: Bacoats Hall and Lower Level Library.

Benedict College Open Labs are typically open between the hours of 8:30am to 10:00pm except for the Starks Open Lab in the Starks Student Center whose hours of operation are 9:00am to 9:00pm.

For the Benedict College Living and Learning facilities are typically open between hours of 9:00am to 12:00am. These particular facilities are open by the Residential Life staff and or the Benedict College security staff that are located in that particular location. These labs are typically opened on the weekends.

Monday-Friday 8:30am – 10:00pm

Saturday 1:00pm – 5:00pm

Sunday 3:00pm – 11:00pm

**All times are subject to change
LAB RULES AND REGULATIONS

General Statement

The mission of the Office of Management Information Systems is to provide efficient, effective and economical management of all technology, information, and informational resources. Particularly, the Office of Management Information Systems (MIS) provides the central computing/information technology operations of the College as well as the management of all information and information resources; inclusive but not limited to computer services, computer record management, data, voice and networking communications, computing and network infrastructures, and telecommunications. These computing resources are intended for college-related purposes, including direct and indirect support of the college instruction, research, and service missions; of college administrative functions; of student and campus life activities; and of the free exchange of ideas among members of the college community and between the college community and the wider local, national, and world communities.

Applicability

This policy applies to all users of college computing resources, whether affiliated with the college or not, and to all uses of those resources, whether on campus or from remote locations. Additional policies may apply to specific computers, computer systems, or networks provided or operated by specific units of the college or usage within specific units. Consult the Management Information Systems Department concerning specific computer systems or networks in which you are interested or the management of the unit for further information.

Policy

All users of college computing resources must:

1. Comply with all federal, South Carolina, and other applicable law; all generally applicable college rules and policies; and all applicable contracts and licenses. Examples of such laws, rules, policies, contracts, and licenses include the laws of libel, privacy, copyright, trademark, obscenity, and child pornography; the Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit “hacking”, “cracking”, and similar activities; the college code of student conduct; the college sexual harassment policy; and all applicable software licenses. Users who engage in electronic communications with persons in other states or countries or on other systems or networks should be aware that they may also be subject to the laws of those other states and countries and the rules and policies of those other systems and networks. Users are responsible for ascertaining, understanding, and complying with the laws, rules, policies, contracts, and licenses applicable to their particular uses.
2. Use only those computing resources that they are authorized to use and use them only in the manner and to the extent authorized. Ability to access computing resources does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding. Accounts and passwords may not, under any circumstances, be shared or used by persons other than those to whom they have been assigned by Management Information Systems or the network or system administrator.

3. Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected. Again, ability to access other persons’ accounts does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding.

4. Respect the finite capacity of those resources and limit use so as not to consume an unreasonable amount of those resources or to interfere unreasonably with activity of other users. Although there is not set bandwidth or CPU time to all usage of college computing resources, the college may require users of those resources to limit or refrain from specific uses in accordance with the aforementioned principle. The reasonableness of any particular use will be judged in the context of all of the relevant circumstances.

5. Refrain from stating or implying the ability to speak on behalf of the college and from using college trademarks and logos without authorization to do so. Affiliation with the college does not, by itself, imply authorizations to speak on behalf of the college. Authorization to use college trademarks and logos on college computing resources may be granted only by the Office of Public Relations, as appropriate. The use of suitable disclaimers is encouraged.

**Enforcement**

Users who violate this policy may be denied access to college computing resources and may be subject to other penalties and disciplinary action, both within and outside of the college. Violations will normally be handled through the college disciplinary procedures applicable to the relevant user. For example, alleged violations by students will normally be investigated, and any penalties or other discipline will normally be imposed, by the Office of Student Judicial Affairs. However, the college may temporarily suspend or block access to an account, prior to the order to protect the integrity, security, or functionality of college or other computing resources or to protect the college from liability. The college may also refer suspected violations or applicable law to appropriate law enforcement agencies.
Security and Privacy

The college employs various measures to protect the security of its computing recourse. Users should be aware, however, that the college cannot guarantee such security. Users should therefore engage in “safe computing” practices by establishing appropriate access restrictions for their accounts, guarding their passwords, and changing them regularly.

Users should also be aware that usage of college computing resources is not completely private. While the college does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the college computing resources require the backup and caching of data and communications, and logging of activity, the monitoring of general usage patterns, and other such activities that are necessary for the rendition of service. The college may also specifically monitor the activity and accounts of individual users of college computing resources, including individual login sessions and communications, without notice, when (a) the user has voluntarily made them accessible to the public, as by posting to blogs, social chats rooms, internet messaging or a web page; (b) it reasonably appears necessary to do so to protect the integrity, security, or functionality of the college or other computing resources or to protect the college from liability; (c) there is reasonable cause to believe that the user has violated, or is violating, this policy; (d) an account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns; or (e) it is otherwise require to permitted by law. Any such individual monitoring, other than that specified in “(a)”, required by law, or necessary to respond to perceived emergency situations, must be authorized in advance by the Director of Management Information System or the Director of Management Information System’s designees.

The college, in its discretion, may disclose the results if any such general or individual monitoring, including the contents and records of individual communications, to appropriate college personal or law enforcement agencies and may use those results in appropriate college disciplinary proceedings. Communications made by means of college computing resources are also generally subject to South Carolina’s Public Records Statute to the same extent as they would be if made on paper.
Ethical and Responsible Use of Computing Resources

Standard Practices

Access to Benedict College computing and Internet resources are a privilege and should be used in a responsible manner. Those who engage in activities that may be considered as an abuse of computing and Internet privileges at Benedict College risk losing their BC computing access and/or incurring criminal penalties. Please observe these standard practices:

1. Don’t share your e-mail username and password with others.
2. Use restraint and observe the rules of “netiquette” in your Internet communications.
3. Don’t send messages or posting that may be construed as abusive or offensive.
4. Don’t propagate chain letter or send the same message to multiple inappropriate newsgroups.
5. Respect the laws governing the use of copyrighted, intellectual property, which includes computer software.
6. Don’t make unauthorized reproductions or copyrighted software, which is illegal and unethical.

Proper Use of Computing Privileges

Unauthorized computer use can incur serious consequences that could result in suspension, dismissal, and/or criminal penalties. Your computing access is provided for your use only. Please protect your password and computer files. You may not give your password to any other person and you may not use another person’s account even if they give you their password.

Copyright Laws

Different copyright laws apply for commercial, public domain, and site licensed software packages. You are responsible for abiding by any and all copyright laws that apply to the software you use while at Benedict College.
Rules Regarding the Residential Living and Learning Center and Open Computer Labs

Users of the computer laboratory must NOT:

1. Attempt to alter system, hardware, and software or account configurations.
2. Misuse of the College’s computing resources so as to reduce their efficiency to impact access to the detriment of other users.
3. Access or monitor another’s individual’s accounts, files software, e-mail, or computer resources without the permission of the owner.
4. Misrepresent or falsify your identity, role or the identity of another individual in any type of electronic communication.
5. Breach or attempt to breach the computer security systems, with or without malicious intent.
6. Engage in any activity that may be considered to be harmful to computer systems or to any stored information such as the creation of propagation of viruses, worms, Trojan Horses, or any rogue programs, used to damage files or disrupt services.
7. Destruct or assist in the willful destruction of computer hardware.
8. Utilize computing resources to harass others or transmit obscene or fraudulent messages.
9. Violate copyright or software license agreements.
10. Download or post to College computers without authorization.
11. Install software on any of the computers in the lab without authorization from MIS.
12. Occupy the use of a computer from other users if they have a more valid use of the computer.
13. Utilize computing resources without respecting the privacy and rules governing the use of any information accessible within the lab or the college network.
14. Utilize computing resources without respecting the ownership of proprietary software. For example the user will not make unauthorized copies of software for their own use, even when the software is not protected against copying.
15. Utilize computing resources without respecting the finite capacity of the systems by limiting their own use so as not to interfere unreasonably with the activities of other users.
16. There shall be not food or drinks allowed in the computer labs.
17. Any and all users should bring their own storage medium (USB flash drive, CD’s, or DVD’s) and all storage medium will be scanned for viruses prior to usage.
18. Any and all users have fifteen (15) minutes to check and e-mail upon login onto a computer.
~ Copyright Infringement Policy ~

PURPOSE:

The purpose of the Copyright Infringement Policy is to comply with copyright law for the use of copyrighted material on Benedict College’s computer systems and networks. In addition, this policy seeks to make aware to all users the seriousness as well as possible consequences for unauthorized use of copyrighted material. It is illegal. For example, the copying/downloading/uploading of copyrighted materials (i.e. music) to other media (i.e., CD’s, storage media and networks) from peer-to-peer networks, such as LIMEWIRE, Morpheus or Gnutella, is against the law. Plainly, if users do not own the copyright, distribution of such copyrighted works should not occur. Hence, this is the purpose for this document.

SCOPE:

This policy applies to all users and subscribers of the Benedict College Network (BCNet). Users are required to comply with the legal safeguards provided for copyrighted and licensed works.

DEFINITIONS:

What is Copyright?

“Copyright is a form of protection provided by the laws of the United States (title 17, U.S. Code) to the authors of ‘original works of authorship,’ including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works. Section 106 of the 1976 Copyright Act generally gives the owner of copyright the exclusive right to do and to authorize others to do the following:

- To reproduce the work in copies or phonorecords;
- To prepare derivative works based upon the work;
- To distribute copies or phonorecords of the work to the public by sale or other transfer of ownership, or by rental, lease, or lending;
- To perform the work publicly, in the case of literary, musical, dramatic, and choreographic works, pantomimes, and motion pictures and other audiovisual works;
- To display the copyrighted work publicly, in the case of literary, musical, dramatic, and choreographic works, pantomimes, and pictorial, graphic, or sculptural works, including the individual images of a motion picture or other audiovisual work; and
- In the case of sound recordings, to perform the work publicly by means of a digital audio transmission.”
“In addition, certain authors of works of visual art have the rights of attribution and integrity as described in section 106A of the 1976 Copyright Act. For further information, request Circular 40, ‘Copyright Registration for Works of the Visual Arts.’

“It is illegal for anyone to violate any of the rights provided by the copyright law to the owner of copyright. These rights, however, are not unlimited in scope. Sections 107 through 121 of the 1976 Copyright Act establish limitations on these rights. In some cases, these limitations are specified exemptions from copyright liability. One major limitation is the doctrine of ‘fair use,’ which is given a statutory basis in section 107 of the 1976 Copyright Act. In other instances, the limitation takes the form of a ‘compulsory license’ under which certain limited uses of copyrighted works are permitted upon payment of specified royalties and compliance with statutory conditions. For further information about the limitations of any of these rights, consult the copyright law or write to the Copyright Office.”(www.loc.gov/copyright)

Source: US Copyright Office (www.copyright.gov)

What is the Digital Millennium Copyright Act (DMCA)?
The Digital Millennium Copyright Act, H.R. 2281, was enacted into law on October 28, 1998. This act amended the copyright law to provide regulations for works cited via the World Wide Web (the Internet). To review an on-line copy of this act, please go to http://lcweb.loc.gov/copyright/legislation/hr2281.pdf

What is Infringement?
An infringement is “a violation, as of a law, regulation, or agreement; a breach.” It is an “encroachment, as of a right or privilege.”
Copyright © 2000 by Houghton Mifflin Company.
Published by Houghton Mifflin Company. All rights reserved.
POLICY:

Benedict College strictly prohibits any and all of the following: copyright, trademark, patent, trade secret or other intellectual property infringement, including but not limited to using any copyrighted names, text or images, offering pirated computer programs or links to such programs, serial or registration numbers for software programs, copyrighted music, etc., as policy on the use of copyrighted material on the Institution’s computer systems and networks.

Benedict College respects the copyrights of those involved in creating and distributing copyrighted material, including music, movies, software, and other literary and artistic works. It is the policy of Benedict College to comply with copyright law.

If users utilize copyrighted materials for educational, instructional, research, scholarship and like arenas, the College will follow the legal doctrine of fair use currently a part of the copyright law.

The College’s users will not make unauthorized copies of copyrighted material on or using Benedict College computer systems, networks or storage media. The College’s users will not store unauthorized copies of copyrighted works using the College’s systems, networks and/or storage media.

The College’s users should not download, upload, transmit, make available or otherwise distribute copyrighted material without authorization using the College’s computer systems, networks, Internet access or storage media. This is inclusive of utilizing unlicensed/unauthorized peer-to-peer file services that would promote copyright infringement.

Benedict College reserves the right to monitor its computer systems, networks and storage media for compliance with this policy, at any time, without notice, and with or without cause. Additionally, the College reserves the right to delete from its computer systems and storage media, or restrict access to, any seemingly unauthorized copies of copyrighted materials it may find, at any time and without notice.

Users who violate this policy are subject to disciplinary action as appropriate under the circumstances. Such disciplinary action may include termination, expulsion and other legal actions.

PROCEDURES:

Notice of Claimed Copyright Infringement

Violation of policy can expose the user (anyone with access to the BCNet, campus systems and workstations – refer to Computing and Network Acceptable Usage policy) and the Institution to severe civil and criminal liability under the copyright law. Hence, users are required to adhere to the legal safeguards provided by copyright. For questions or concerns related to copyright compliance and claimed copyright infringement, please contact the designated agent for the College.

If there is belief that any faculty, staff, or student of the College has infringed rights of a copyright owner, please contact the designated agent via written notification. A written notice of the claimed copyright infringement, in accordance with the specifications of the Digital Millennium Copyright Act, must include the following information:

1. Contact Information: Complete name, mailing address, email address, phone and fax numbers
2. Identification of the copyrighted work claimed to have been infringed and/or representative listing of copyrighted works claimed to have been infringed
3. Statement that the information in the notice is accurate with electronic or physical signature of the copyright owner or authorized person acting on the behalf of the owner of work claimed to be infringed
4. Additional information supporting claim

Agent to Receive Notification of Claimed Copyright Infringement & Guidelines for Use of Copyrighted Materials on the Internet

The College must designate an "Agent to Receive Notification of Claimed Copyright Infringement". The College's designated agent is Dr. Godwin Mbamulu.

Dr. Godwin E. Mbamulu
Benedict College
1600 Harden Street
Columbia, South Carolina 29204
(email) copyright@benedict.edu
(voice) 803-705-4583

Notice and Takedown Procedure

It is expected that all users of this system will comply with applicable copyright laws. However, if the institution is notified of claimed copyright infringement, or otherwise becomes aware of facts and circumstances from which infringement is apparent, it will respond expeditiously by removing, or disabling access to, the material that is claimed to be infringing or to be the subject of infringing activity.
Repeat Infringes

Under appropriate circumstances, the institution may, at its discretion, terminate the accounts of subscribers and account holders of its system or network who are repeat infringers.

Accommodation of Standard Technical Measures

It is the policy of the College to accommodate and not interfere with standard technical measures. These technical measures are used by copyright owners to identify or protect copyrighted works, such as those developed pursuant to a broad consensus of copyright owners and service providers in an open, fair, voluntary, multi-industry standards process; such as copyrighted works available to any person on reasonable and nondiscriminatory terms; and such as copyrighted works that do not impose substantial costs on service providers or substantial burdens on systems or networks.

SOURCES:

For further information as well as cited sources within this policy, reference the following:


U.S. Copyright Office, a part of the Library of Congress

Recording Industry Association of America
1330 Connecticut Avenue, NW
Suite 300
Washington, DC 20036
202.775.0101 (phone)
202.775.7253 (fax)
www.riaa.com

Motion Picture Association of America
1600 Eye Street, NW
Washington, DC 20006
202.293.1966 (phone)
www.mpaa.org
~ Computing Lab Sign In/Out ~

PURPOSE:

The purpose of this process is to ensure proper signing in and signing out of the open computer access labs on the campus at the lab monitor stations.

SCOPE:

This policy applies to all users and subscribers of the Benedict College Network (BCNet). The usage of this process is designed for all faculty, staff, and students of Benedict College with proper identification.

DEFINITIONS:

Roles and Responsibilities

- **Users/Account Holders**: Users are students, faculty, staff, authorized personnel, and authorized special program participants who are provided with access to the College’s network as well as the College’s information technology resources.

- **Lab Monitor**: The individual(s) is(are) responsible for signing all users in and out of the lab via Computer Lab System. This is inclusive of responsibilities of monitoring, support and maintenance within designated computing lab facilities.

- **Computing Lab System**: The computing lab system is a comprehensive database designed for user entry and departure as well as an analysis tracking system for computing lab facilities.

POLICY:

Benedict College open computer access labs are for valid users. The users must comply with the admission and departure process via the lab monitor station to access technology resources within the open computer access labs.

PROCEDURES:

Violation of policy can result in the user’s dismissal from computing lab facility and/or other disciplinary actions in accordance with personnel and student handbook policies. Repeat violations may result in revoking all privileges of access to open computer access labs. Upon entry of open computing access labs, users will submit valid College identification to the lab monitor and be assigned a technology resource by the lab monitor. The information will be entered via the Computing Lab System. Upon departure of the open computer access lab, the monitor will physically check technology resource, sign-out the user (if technology resources are not damaged), and return College identification to the user. If assigned technology resources are damaged, appropriate authorities will be notified, and the user is responsible for the incurred costs to replace, repair, or resolve resource problem.
Logging into the Benedict College Network (BCNet) allows a user to access shared files, applications, programs, and connect to network resources, such as printers. To use the technology resources, you need to be authorized as a valid Benedict College user. Thus, each computer system will require you to log into the BCNet with your own unique ID (computer account or username) and password. Every user of the network will have a personal, unique computer account and password. **NOTE:** It is **IMPERATIVE** that you allow no one to know your password.

### Logging Into The Benedict College Network (BCNet)

1. Everytime your computer reboots (starts-up), a login screen will appear asking you for your login ID and password.
2. In the **Username:** box enter your **login ID**
3. In the **Password:** box enter your **password**
4. Depending on who has already used that computer you must select the advance tab on the computer and select the correct context, your context should be **Student.BC**
5. Click OK.
6. On Most Computer you will then see a Windows Log On screen on this screen you should type
Changing the Context of Lab Computer

You should only change the context of the lab computer if *Students, BC* isn’t showing.

- Changing the Context of Lab Computers
  1. Left click on the Advance Tab
  2. Left click on the Context Tab
  3. Search for the word Students and highlight it
  4. Press OK
Logging Out Of The Network

There are two ways to log out of the network. Shutting down your computer completely or simply logging off of the network.

- **Shutting Down Computer**
  1. (At the bottom left hand corner of screen), **Click on START**
  2. Select **Shutdown**

- **Logging Off Network**
  1. (At the bottom left hand corner of screen), **Click on START**
  2. Select **Log Off & (your LoginID)**
  3. Select **Yes** (you want to log off)
INTRANET and E-MAIL USAGE

Benedict College extends to students, faculty and staff the privilege to use the computers, technology resources, and networks. When users are provided access to the campus networks, this allows the enablement of various services, such as sending/receiving electronic mail messages around the world, sharing in the exchange of ideas through electronic new groups, and searching and finding information via Web browsers and other internet tools. Such open access is a privilege, and requires individual users to act responsibly. When individuals accept this privilege, they assume a number of responsibilities, including knowledge of applicable College policies and laws.

Electronic Mail (E-Mail)

Benedict College provides student and e-mail accounts for all enrolled students at the Institution. Students can check electronic mail as well as subscribe to other services via the following Internet site:

http://studentmail.benedict.edu

Users of Electronic Mail (E-mail)

1. E-mail resources are to be used mainly for College related purposes but may be used for incidental personal purposes provided, such use does not interfere with the operation of the College’s functions, facilities, or other obligations.
2. Users shall observe copyright laws and make explicit note if a message should not be forwarded based upon confidentiality.
3. Messages that have been delivered to an unintended recipient shall be returned by the recipient and deleted from files, if present.
4. Users shall not send unsolicited or solicited messages to multiple recipients for commercial purposes. Bulk email shall be sent to group of users only if such distribution is authorized.
5. Users shall not construct and transmit an e-mail message so that it appears to be from someone else.
6. For the protection of the College and its users, the College uses automated e-mail monitoring services for detecting viruses, SPAM, or other malicious content that may affect the integrity or effective operation of the College’s e-mail related resources.

Additional information (documentation) regarding the specific usage of the College’s electronic mail system can be viewed within the electronic mail software application. Please review the MIS Technology Policies and Procedures manual for further information.
Connecting Your Computer To The BENEDICT COLLEGE Campus Network

**In the Residence Halls - BCNet**
Students in the dorms have free access to the Internet with the high-speed BCNet network or wireless. This connectivity requires a computer running Windows (2000, XP, Vista, or Windows 7) or Mac OS (OS 9.2 or above) with an integrated Ethernet or 10/100BaseT Ethernet card. If you've used your computer to connect to a cable modem or a DSL modem, then you most likely have the appropriate Ethernet card. Call the Help Desk if you aren't sure about your network card.

**On Campus - BCWi-Fi**
Wireless connectivity is available to students free of charge in all classroom buildings, dorm rooms, and other student areas across campus. To connect to BCWi-Fi, you will need a laptop with an 802.11b, 802.11g, or 802.11n wireless card.

**Off Campus – Dial-up Access**
Off-campus students can still access the BENEDICT COLLEGE Campus Network via dial-up. Dial-up access is offered through a special program offered by AT&T and is provided at a discounted price.

**Necessary Equipment**
Make sure you have the right equipment! At minimum, you’ll need:
- A computer running Windows (2000, XP, Vista, or Windows 7) or Mac OS (OS 9.2 or above)

To connect to BCNet in the residence halls, you will also need:
- An integrated Ethernet or 10/100BaseT Ethernet card
- A CAT-5 Ethernet cable

To connect to BCWi-Fi across campus, you will also need:
- An 802.11b or 802.11g wireless card

To connect to the BENEDICT COLLEGE campus network via dial-up, you will also need:
- A 56 KB modem and telephone cord

If you need to buy any equipment, contact the AskIT Help Desk!
Connecting In The Dorms - ResNet

ResNet is the wired cable network in the dorms that allows you to connect your computer to the UAB network with the appropriate cable. Access to ResNet is free for students, although you must have a BlazerID to connect.

Important! Before You Connect...
It is extremely important to ensure that your computer is virus-free before connecting it to the UAB network. You need to obtain an anti-virus CD.

Steps To Get Connected

1. Get the proper cable. The only equipment you need is an Ethernet cable to connect to ResNet. Ethernet cables, also called CAT-5 cables, are not the same as the cables you use to connect your phone, although at first glance you might think they are the same. See the photo below:

   ![Ethernet cable and phone cable](image)

   Note that the Ethernet cable (left) has a larger head than the telephone cable (right)

If you do not have the correct cable, you can get one from either the Bookstore or a local office supply store. Note: You can’t use your phone cable instead of an Ethernet cable! Check with the main desk at your residence hall for directions to any of the local office supply stores.

2. Locate your Ethernet port on your computer. Once you have the correct cable, you need to locate the correct port on your computer. The Ethernet port is wider than the phone modem port. Look at the photo below:

   ![Ethernet Port and Modem Port](image)

   Note: the Ethernet Port is wider than the Modem Port

If you are in doubt, you should see a symbol like one of these near the port. Remember, your phone modem cable will not fit securely into this port!

Plug one end of your Ethernet cable into your Ethernet port.

Instructions continue on the next page.

Don’t set up a network in your room!

Only one computer is allowed to be connected to a ResNet jack. That means no Ethernet routers or wireless routers.
BCNet is the wired cable network in the dorms that allows you to connect your computer to the BENEDICT COLLEGE network with the appropriate cable. Access to BCNet is free for students, although you must have a Benedict CollegeID to connect.

**Important! Before You Connect...**
It is extremely important to ensure that your computer is virus-free before connecting it to the BENEDICT COLLEGE network. You need to obtain an anti-virus CD.

**Steps To Get Connected**

1. Get the proper cable. The only equipment you need is an Ethernet cable to connect to BCNet. Ethernet cables, also called CAT-5 cables, are not the same as the cables you use to connect your phone, although at first glance you might think they are the same. See the photo below:

2. Locate your Ethernet port on your computer.
   Once you have the correct cable, you need to locate the correct port on your computer. The Ethernet port is wider than the phone modem port. Look at the photo below:
   If you are in doubt, you should see a symbol like one of these near the port. Remember, your phone modem cable will not fit securely into this port!
   Plug one end of your Ethernet cable into your Ethernet port.

*Instructions continue on the next page.*

If you do not have the correct cable, you can get one from either the Bookstore or a local office supply store. **Note: You can't use your phone cable**

**Instead of an Ethernet cable!** Check with the main desk at your residence hall for directions to any of the local office supply stores.

**Don't set up a network in your room!**
Only one computer is allowed to be connected to a BCNet jack. That means no Ethernet routers or wireless routers.

**Ethernet Port Modem Port**
*Note: the Ethernet Port is wider than the Modem Port*
*Note that the Ethernet cable (left) has a larger head than the*
Connecting to BCNet - contd.

3 Locate your BCNet jack. This is a jack in the wall that looks a lot like your phone jack but, again, is bigger than your phone jack. Your phone cable will not fit in your BCNet jack! Plug the other end of your Ethernet cable into your BCNet jack.

4 **Configure your computer.** You can use Windows 2000, XP, Vista or Windows 7, Mac OS 9 or Mac OS X to connect to BCNet. Follow the directions in the next section that pertain to your operating system.

**Things you CAN do online**

- Check your email
  
  http://studentmail.benedict.edu

- Get free software

- Check your schedule

- Get computer help

**Things you CAN’T do online**

Download copyrighted music or movies

Use your BENEDICT COLLEGE account for business or illegal purposes

Send spam

Connect Wireless Email Software Other

Page 26 of 46
Configuring Your Computer to Connect to BCNet

Configuring Windows 2000/XP/Vista/Windows 7

1 From the Control Panel, double-click on the Network and Internet Connections icon...

2 Double-click on the Network Connections icon.

3 Double-click on the Local Area Connection icon and bring up the Local Area Connection Status window. Click on Properties.

4 In the Local Area Connection Properties window, select the entry for Internet Protocol (TCP/IP), then click on the Properties button.

5 Choose the Obtain an IP address automatically and Obtain DNS server automatically options and then click OK. BCNet authentication instructions begin on page 8.

Or click on Switch to Classic View on the left of the screen.

6 Click OK to close the Local Area Connection Properties window, then click OK to close the Local Area Connection Status Window.
Configuring Your Apple Computer to Connect to BCNet

1. Click on the Apple menu and select System Preferences. In the System Preferences window, select the Network icon from the Internet & Network group.

2. In the Network window, set Location: to Automatic, then set Show: to Built-in Ethernet, and Configure IPv4: to Using DHCP. Click Apply Now.

Configuring Mac OS X

1. Open up a browser window. If you have not authenticated to the BCNet network, you will get a login screen like this one: BCNet Authentication

2. Click on the Authenticate link to get to the login form.

3. Enter your Benedict College COMPUTER ACCOUNT and Password and click Submit. That’s all! You should be directed to your favorite home page.
Introduction into your New Computer
Specifications on your computer
Software in Computing Labs

Introduction of your new Dell Computer
This tutorial will guide beginning users on how to use their new Dell Computer, and give the specifications on it.

<table>
<thead>
<tr>
<th>PC Specifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Processor</td>
</tr>
<tr>
<td>Memory</td>
</tr>
<tr>
<td>Hard Drive</td>
</tr>
<tr>
<td>Monitor</td>
</tr>
<tr>
<td>CD-ROM Drive</td>
</tr>
<tr>
<td>Operating System</td>
</tr>
<tr>
<td>Keyboard</td>
</tr>
<tr>
<td>Mouse</td>
</tr>
</tbody>
</table>
SOFTWARE IN THE COMPUTING LABS

Operating system - Windows XP or Windows 2000

Programs - For the most part, you will find the same software in all of the labs. If you can find your way around in one lab, then you should be very comfortable in the others. You may find a few special applications that have been requested by departments in some locations and not others. But each facility is equipped with the major software applications.

There are basically two kinds of software in the Benedict College computing labs:

1. Owned by Benedict College - general-purpose, including connectivity, database, spreadsheet, statistical packages and word processing.
2. Owned by other Benedict College departments - purchased for specific courses or needs. Course software is separate and more information should be provided by your particular department and/or instructor.

Start Program Menu

<table>
<thead>
<tr>
<th>Accessories</th>
<th>Sound Blaster Live</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multimedia</td>
<td>Creative CD</td>
</tr>
<tr>
<td>Calculator</td>
<td>Creative MIDI</td>
</tr>
<tr>
<td>Character Map</td>
<td>Creative Mixer</td>
</tr>
<tr>
<td>Imaging</td>
<td>Creative Wave</td>
</tr>
<tr>
<td>MoviePlayer</td>
<td>Soundo'LE</td>
</tr>
<tr>
<td>Notepad</td>
<td>Wave Studio</td>
</tr>
<tr>
<td>Online Registration</td>
<td>Web Browsing Plug-in</td>
</tr>
<tr>
<td>Paint</td>
<td>Internet Explorer</td>
</tr>
<tr>
<td>Tips &amp; Tour</td>
<td>Web Browsing Plug-in</td>
</tr>
<tr>
<td>WordPad</td>
<td>Acrobat Reader</td>
</tr>
<tr>
<td>Adobe Acrobat</td>
<td>Windows Media Player</td>
</tr>
<tr>
<td>Acrobat Reader 5.0</td>
<td>Windows Explorer (file management utility)</td>
</tr>
<tr>
<td>Internet Explorer</td>
<td>MS Office</td>
</tr>
<tr>
<td>Norton Anti-Virus</td>
<td>Microsoft Access (database)</td>
</tr>
<tr>
<td>MS-DOS Prompt</td>
<td>Microsoft Excel (spreadsheet)</td>
</tr>
<tr>
<td>Microsoft FrontPage</td>
<td>Microsoft PowerPoint (presentation)</td>
</tr>
<tr>
<td>(web editing software)</td>
<td>Microsoft Word (word processing)</td>
</tr>
<tr>
<td></td>
<td>Microsoft Publisher (publishing)</td>
</tr>
</tbody>
</table>
Introduction into Microsoft Windows XP

Microsoft Windows XP is the application that runs all of your programs. It is your computer's operating system. Windows XP stores files in items called Folders on different Drives. To learn more about how Windows XP deals with files, click --> Main Keywords associated with Windows XP

This tutorial will help you get started with Microsoft Windows XP and may solve some of your problems, but it is a very good idea to use the Help Files that come with Windows XP, or go to Microsoft's web site located at http://www.microsoft.com/windowsxp/pro/default.asp for further assistance.
Main Keywords Associated With Microsoft Windows XP

- **Drives**
  - Drives are devices used to store data. Most computers have at least two drives: a hard drive C:\ (which is the main means of storage) and a flash drive (which stores smaller volumes of data (1.44 Mb) on removable disks drives). The hard drive is typically designated the C:\ drive and the removable disk drive is typically designated the E:\ drive. If you have an additional removable disk drive, it is typically designated the F:\ drive. You will also have network drives on your computer, depending on authorization and rights of each user. This drives will typically be labeled H:\ or G:\

- **Folders**
  - Folders are used to organize the data stored on your drives. Think of your drives as filing cabinets. You want to sort your filing cabinets with folders that store different files. The files that make up a program are stored together in their own set of folders. You will want to organize the files you create in folders. You will probably want to store files of a like kind in a single folder.

- **Directory**
  - A Directory is the path given to a folder on a drive. For example a text file called *Phone Numbers* is located in the *My Documents* directory on the C:\ drive. It would therefore read "C:\Documents and Setting\All Users\My Documents\PhoneNumbers.txt"

- **File Extensions**
  - File Extensions are the ending letters associated with a file and an application that it can be manipulated in. This way Windows XP knows to tell which program to open the file you want to manipulate. For example a text file has an extension of *.txt*, so a text file created in *Notepad* called *Phone Numbers* would look like this *PhoneNumbers.txt* ... You do not have to assign a file extension to a file that you create. The program you use will automatically do this for you. All you need to do is give it a filename. Some other common extensions are as follows:
    - .doc = Microsoft Word Document
    - .xls = Microsoft Excel Document
    - .ppt = Microsoft PowerPoint Presentation
    - .mdb = Microsoft Access Database
    - .bmp = Windows Bitmap Picture
    - .jpeg or .jpg = Internet Picture
    - .gif = Internet Picture
    - .wav = Sound File
    - .html or .htm = Internet Document

- **Icon**
  - An Icon is a graphic image. Icons help you execute commands quickly. Commands tell the computer what you want the computer to do. To execute a command by using an icon, double-click on the icon.
**Windows Desktop**

When starting your computer, the desktop is the first thing you should see. The Benedict College seal is displayed on most screens with icons for various programs. The desktop is the area to work.

<table>
<thead>
<tr>
<th>Name</th>
<th>Picture</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taskbar</td>
<td><img src="image" alt="Taskbar Picture" /></td>
<td>The taskbar is usually located on the bottom of the desktop. The Start button, active program buttons, and the system tray are located on the Taskbar.</td>
</tr>
<tr>
<td>System Tray</td>
<td><img src="image" alt="System Tray Picture" /></td>
<td>You'll typically find the System Tray in the lower right hand corner of the Windows Desktop. The system tray contains a display of the current computer time, and the icons representing the programs activated when Windows first starts up.</td>
</tr>
<tr>
<td>My Computer</td>
<td><img src="image" alt="My Computer Picture" /></td>
<td>My Computer icon provides access to the different parts on your computer. You can access the different drives (Hard Drive, Removable Disks, and Network Drives) inside My Computer.</td>
</tr>
<tr>
<td>Recycle Bin</td>
<td><img src="image" alt="Recycle Bin Picture" /></td>
<td>When you delete an object, Windows XP/XP sends it to the Recycle Bin. You can restore objects that are located in the Recycle Bin or you can permanently delete them by right clicking on the Recycle Bin and select <strong>Empty Recycle Bin</strong>.</td>
</tr>
<tr>
<td>My Documents</td>
<td><img src="image" alt="My Documents Picture" /></td>
<td>The My Documents folder is nothing more than a regular folder that...</td>
</tr>
</tbody>
</table>

Page 33 of 46
Documents resides on your Windows Desktop. However, it offers an easy-to-reach location where you can store and retrieve important data, and the icon is always available in Explorer Windows and on the desktop.

Internet Explorer

The Internet Explorer icon launches the Internet Explorer browser. The Internet Explorer browser is what you will use to access the Internet and the World Wide Web.

Shortcut Icons

Icons with an arrow in the lower left corner (picture on left) are shortcut icons. If you double click on them they will open up the program that the icon displays on it.

Using Your Mouse

There are two buttons on each mouse.

- The left mouse button is used to open programs and to select items

![Mouse with left button highlighted]

- The right mouse button is used to open a sub menu to get other options

![Mouse with right button highlighted]

Shutting Down Windows XP

1. Click on the **Start at bottom left corner of screen**
2. Click on **Shutdown** (A Shut Down Windows dialog box will appear)
3. Click on **Shut Down**
4. Click on **OK**
**Restarting Windows XP**
(To shutdown and immediately restart your computer)

1. Click on the **Start at bottom left corner of screen**
2. Click on **Shutdown** (A Shut Down Windows dialog box will appear)
3. Click on **Restart**
4. **Click on OK**
Opening A Program

- If the program you want to open is on the desktop, simply double-click the icon and it will open. However if it is not located on the desktop do the following steps
  1. Click on the Start at bottom left corner of screen
  2. Click on Programs
  3. Select the Program you want to open

Finding Files On Your Computer

- If, for some reason, you cannot locate a file on your computer or home drive, you still might be able to locate it by using the Find Files Program.
  1. Click on the Start at bottom left corner of screen
  2. Click on Find
3. Select the **Find Files or Folders**

4. Enter your search criteria. You do not need to complete every field. Only enter the criteria you want to use for your search. Switch through the different tabs (Date, Advanced, Name & Location) to further your search.

5. Click the **Find Now** button

**Locating Your Most Recent Files**

- Windows XP provides shortcuts to your most recent files, so you may get access to them very quickly.
  1. Click on the **Start at bottom left corner of screen**
  2. Click on **Documents**
  3. Select the file that you want

**Using the Windows Explorer Program**
Windows Explorer is a program which allows you to view all of your folders, and the files that belong in those folders. It is divided into 2 panes. On the left side are the drives and folders. The right pane shows the files and subfolders of the folder or drive you have chosen from the left pane.

1. Click on the **Start at bottom left corner of screen**
2. Click on **Programs**
3. Select Windows Explorer

- **Creating A Folder**
  1. Select the Drive or Folder you want to create your Folder in
  2. Right click in the right pane in the white area
  3. Select **New**
  4. Select **Folder**
5. Type in name for that Folder

- Deleting a file or folder
  1. Select the File/Folder you want to delete
  2. Hit the Delete Key on the keyboard
  3. Confirm Deletion

- Moving/Copying files to different folders
  1. Select the Folder you want to move or copy
  2. **To Move File** - Simply drag it to the destination you want it to go to
  3. **To Copy File** - Click on **Edit --> Copy** from the top of the screen. Then go to the destination folder and click **Edit --> Paste**

- Copying a file/folder to a floppy disk
  1. Select the Folder you want to move or copy
  2. Right click on the file or folder in the right pane
  3. Select **Send To -->**
  4. Select **Removable Disk (E:\)**

  5. You can also drag the file to **Removable Disk (E:\)** in the left pane

- Copying a file/folder from a removable disk to other drive
  1. Select Removable Disk (E:\) in the left pane
  2. Select the File/Folder you want to copy from in the removable disk drive
3. Drag it to your destination

   - **Renaming A File or Folder**
     1. Select the File or Folder you want to rename
     2. Right Click on it
     3. Select **Rename**
     4. Rename File
TROUBLESHOOTING

To report a problem in the lab, contact:

Student Technology Helpdesk
(803) 705-4885
TigerSupport@benedict.edu

At present, MIS cannot provide round the clock student lab maintenance and support. If you encounter a problem in the lab that needs immediate attention at night or on the weekend, call 705-4885. If you forget this number, just call 705-4729 after hours and you will hear the option for calling 705-4885. The operators on staff may not be able to answer your questions, but will be able to page someone if needed.
Please read the following statements for expected responsibilities as a result of access to the College’s network.

All new users after January 1, 2000 are expected to complete a Network Access Form (#MIS000A) as well as signing a User Responsibility Form (#MIS001A) prior to receiving network access. Providing false or misleading information for the purpose of obtaining access is a violation of College policy.

Each user is responsible for any and all activity initiated on or off College facilities by their network account. Users are responsible for selecting secure passwords for their network accounts and for keeping those passwords secret at all times. Passwords should not be written down in obvious places, stored on-line, or given to others. Users should make sure that passwords are at least 6 alphanumeric characters long (letters and numbers). For instance, password – wei23rd (good) and password – weird (not good). Please refrain from using the obvious: birthday, name, spouse, etc…. If, for any reason, your password is divulged to another person, it should be changed immediately.

Access to computing systems is provided in support of College-related activities. Commercial use unrelated to such activities is not permitted without written, authorized permission and satisfactory reimbursement of all cost to the College. It is recognized that some personal use will be made of College systems, but this use should be kept to a minimum.

Users should not use the network data space to store personal software programs (i.e. solitaire) or downloaded Internet programs (i.e. remind.exe). Network data space is reserved for data only. For example, home directories and shared network folders should be used to store data.

Users should not install pirated software (software without a license) onto the network or the College’s workstations. Users installing unauthorized and/or pirated software on the network will be in violation of this policy.

Users are responsible for reporting any system security violation, or suspected system security violation to the Network Administrator or Assistant Network Administrator immediately. Any intentional abuse to the system will result in immediate network access denial to the user.

Users attempting to gain access to system and/or information for which they are unauthorized or attempting to acquire network accounts and passwords of authorized users will be in violation of this policy.

Users are responsible for obeying all official notices of specific usage policies and guidelines. Please note that policies are subject to change as the computing and network environments evolve. It is the users responsibility to read and abide by the specific usage policies upon notification via website, e-mail, postings, mailings and/or other forms of dissemination by the College.

If you are willing to abide by the user responsibility statements for network access, please sign and date this form.

________________________________________  _______________________
User Accepting Responsibility Agreement   Date

FOR OFFICE USE ONLY

Date Received:  
_________________
BENEDICT COLLEGE
STUDENT
NETWORK ACCESS FORM

Please complete and return the requested information to The Office of Management Information Systems (lower level Bacoats Hall):

<table>
<thead>
<tr>
<th>Last Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Middle Initial</td>
<td></td>
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<tr>
<td>Classification</td>
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<tr>
<td>Major</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>City, State, Zip Code</td>
<td></td>
</tr>
<tr>
<td>Telephone Number</td>
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For example:
Last Name Doe
First Name John
Middle Initial L
Classification Junior
Major Mathematics
Address 201 Fishnet St. Apt. #123
City, State, Zip Code Columbia, SC 29223
Contact Number 803-765-4321

Please allow up to 24 – 48 hours for access notification from Management Information Systems staff or designated personnel. Thank you for your assistance!

Signature

_____________________________     ____________
Student Requesting Network Access  Date

FOR OFFICE USE ONLY

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Activated By: ___________________
REQUEST FOR DORM ROOM ACCESS

SYSTEM REQUIREMENTS:
1. Intel Pentium, 300 MHZ or Higher or Equivalent
2. 128 MB ram and 250 MB of free hard drive space
3. The operating system must be Windows 98, Windows 2000, or Windows XP with ALL WINDOWS UPDATES AND HOTFIXES.
4. A Laptop with an integrated 802.11 Mbps card, an Orinoco Gold 11 Mbps (PCMCIA) wireless card, or an Orinoco Gold 11 Mbps USB card.
5. Norton’s antivirus or any compatible antivirus software

MANAGEMENT INFORMATION SYSTEMS
Benedict College
Bacoat’s Hall Lower Level
1600 Harden Street
Columbia South Carolina

Bring this completed form which should include your computer information and connectivity information, to Bacoat’s Hall Student Help Desk Office Room 222 or the Gym (during registration). Upon receiving this form an MIS technician will contact you via email or by phone to arrange an appointment to configure your room for network access. If you have any further questions, please call (803) 212-4631 or email tigersupport@benedict-tigers.org.

PERSONAL INFORMATION:

Name: ____________________________
First Middle Initial Last
Day phone number: ( ) _________-___________
Computer ID ______________________________

LOCATION:
Building: __________________________ Room#: ______________

PERSONAL COMPUTER:

Laptop: __________________________ Desktop: __________________________ Clone: __________________________ Other (specify): ______________
Brand/Model of Computer: __________________________ Serial # of Computer: __________________________

OPERATING SYSTEM:

Windows 98: __________________________ Windows 2000: __________________________
Windows XP: __________________________ Other (specify): ______________

ANTI-VIRUS SOFTWARE:

Norton’s Antivirus: __________________________ McAfee Antivirus: __________________________
PC-Cillin: __________________________ Other (specify): ______________

AGREEMENT:
Access to the Benedict College Network is a privilege granted by the College to authorized users. I read, understood and agree to abide by the Computer Use Policy, which can be found in the Student Handbook, the Student Computing Guide and on the College Website, in addition to all other College policies.

_________________________________________ _________________________
Signature Date

FOR OFFICE USE ONLY

Date Received: __________________________
Date Entered: __________________________

Page 46 of 46