



# Technology Resource Guide

## *For Spelman College Students*

**Buying a new computer?** We recommend that you purchase a system powerful enough to sustain you for your years at Spelman College. The following recommendations are designed to assist you in choosing a new computer. If you plan to use only word processing or web browsing programs, these specifications are somewhat high, but should cover your computer needs and sustain throughout your Spelman career. Additionally, we recommend that you purchase a system which has both LAN and wireless capabilities.

When shopping for a PC or upgrading an existing system, we recommend that you present this page to your PC vendor to ensure that your PC matches our recommended specs.

If you are buying a computer	
<b>Operating System</b>	Mac OS 10 v. 10.4 or higher Windows XP Windows Vista
<b>Processor Speed (PC)</b>	1.5 GHz or higher (desktop) 1.0 GHz or higher (laptops)
<b>RAM</b>	1 Gigabyte
<b>Hard Drive</b>	60 Gigabytes or higher with 10GB free disk space
<b>Multimedia Capable</b>	Yes
<b>Optical Storage</b>	CD-RW/DVD Drive
<b>Removable Storage USB Drive</b>	1 Gigabyte or higher
<b>Network: Ethernet Card</b>	Fast Ethernet XL 10/100 Wireless & Ethernet (laptop)
<b>Wireless Card (external)</b> <i>(for use Windows XP or Windows Vista)</i>	802.11g/n NetGear, LinkSys, 3Com, Cisco
<b>MS Office 2007 Professional</b>	Spelman College will provide Microsoft Office 2007 Professions
<b>Virus Protection</b>	Spelman College will provide McAfee Anti-virus

\*\*You are able to purchase cables from the Spelman Help Desk. Ethernet cables are sold for \$5.00 and Comcast cables for \$5.00. Additionally, as Spelman has a network firewall installed, you will not have to purchase any additional firewall or security software.

**What resources do you need to bring?** Ensure that you arrive to campus with copies of your resource CDs and product information, including:

- Any Administrative and user account passwords
- System Restore CD and system software
- System device drivers and applications CD
- Word processing software
- Licensed copies of Symantec or Trend Micro Virus Protection
- Service and warranty information, along with vendor contact
- Product manuals for all personal electronic devices (i.e., TV, DVD/VCR, phone, etc.)

**What do I update before coming to Spelman?** We recommend that you complete updates on your computer prior to your arrival, including:

- Any Windows Service Pack updates
- Any software updates
- Any device driver updates
- Configure automatic Windows operating system updates to download and install
- Configure licensed copies Norton or Trend Micro virus protection to automatically update
- Running spyware removal software
- Verifying that Adobe Acrobat Reader has been installed on the PC

**What should I do once connected to Spelman's network?** We encourage students to take responsible care of their PCs by:

- Following the Spelman College Technology Guidelines (as listed below)
- Performing routine Disc Cleanup and Defrag
- Occasionally scanning the system for virus
- Routinely using spyware removal tools
- Limiting or eliminating the use of peer-to-peer software (LimeWire, BearShare, Ares Galaxy, etc.)
- Installing random applications which have not been verified or tested

**Spelman College Technology Guidelines.** All registered Spelman students have computing privileges, which include access to technology from the classroom, laboratory, and residential areas. Each student is assigned email, network, Banner and WebCT accounts. These accounts provide access to Spelman computing resources to assist with instructional, and administrative goals of the College. All students residing on campus and accessing the Spelman Residential Network ("ResNet") are provided with a resource guide for connecting to the network.

Access to the network is a privilege, not a right. As the Spelman community uses technology to access the network to accomplish core and critical College business, it relies upon the availability of the network. For Media & Information Technology to successfully provide this environment, it is incumbent that you use these resources appropriately and responsibly. You should use technology in a way that does not infringe on any other individual's academic freedom, impede any other individual's intellectual inquiry, or interfere with any other individual's use of these resources. Therefore, you are personally responsible for your actions in accessing and utilizing the College's computer resources, and are required to observe the following Technology Guidelines:

- Refrain from using resources for any purpose which violates federal or state laws.
- Ensure that you are using resources which match our minimum computer hardware specifications. These specifications can be found in your Student Guide to ResNet Services.
- Verify that your system is properly updated and current, and that your PC is free from viruses.
- Maintain all account information as a confidential resource (i.e., do not share passwords and log off of any shared network resources when complete).
- Refrain from opening email message attachments from unknown senders, especially those messages which have file extensions ending in "zip", "exe", "scr", or "pdf". Delete these files immediately, unless you are absolutely certain that you know the sender and you are expecting the file.
- Refrain from accessing personal information, computer accounts, or computing resources for which you are not authorized.
- Refrain from attempting to evade, disable or crack passwords or other security provisions of systems on the network.
- Refrain from damaging, altering, or tampering with data belonging to other users of the Spelman network.
- Refrain from personal activities which may result in disconnection from the Spelman ResNet or damage to your personal computer.
- Refrain from using network bandwidth in such activities as propagating chain letters or broadcasting inappropriate messages to distribution lists or individuals.
- Refrain from sending harassing, intimidating, or abusive materials.

**MIT does not support:**

- Hardware repairs, including wireless network cards or wireless devices
- Software installations or problems which are not related to the ResNet setup process
- AOL or Yahoo connectivity issues
- Instant messengers and chats
- Kazaa or any other download or music managers
- Firewalls, Network Bridges, or Routers

Additional information and additional assistance can be obtained by emailing the Help Desk at [help@spelman.edu](mailto:help@spelman.edu) or contacting them directly at 404-270-5400. We offer 24-hour limited support during the academic school year.

<sup>1</sup>If you have installed another virus protection software package and can provide proof that this software is being updated regularly by the vendor, you will not be required to remove your virus application and install McAfee VirusScan. If you uninstall your virus protection application and install our version (McAfee Enterprise), you will need to uninstall our version of McAfee and reinstall your application once leaving Spelman (contact the vendor for more information).