



Orientation

Technology Handbook

Computing Services

Computing Services Helpdesk Contact Information

Location: Middleton Hall, Room 211

On-campus phone extension: 8877

Off-campus phone: 304-473-8877

E-mail: helpdesk@wwvc.edu

Web Site: <http://helpdesk.wwvc.edu>

Hours: Monday – Friday, 8:00AM – 4:30PM

2021 - 2022

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Welcome to WVWC!

Welcome to West Virginia Wesleyan College! We are excited to have you join the Wesleyan community, and our staff is available to assist you with all of your technology needs.

This Orientation Technology Handbook utilizes Windows 10 as the targeted operating system for the instructions. If you are running a previous Windows version, most if not all of the steps are the same, but the menu appearance may vary from the included screen captures. If you are using a MacBook, you will need to bring your system by the Helpdesk for print configuration, as there are some steps regarding network connectivity that will require administrative network credentials. Other sections, such as network, e-mail, and software access, are generally the same.

The staff members at the Computing Services Helpdesk and I wish you an exciting and successful West Virginia Wesleyan College experience!

Robert Burch '01
Helpdesk Supervisor
West Virginia Wesleyan College

Your WVWC Username and Password

In most cases, your username is your LastName.FirstInitialMiddleInitial.StartingYear. For example, John Q. Doe starting in the 2021-2022 academic year would have the username doe.jq.2021. **The username should be entered in lowercase characters.** Some extra rules to remember are:

- If you do not have a middle name, simply omit that character in the username.
- If you have hyphens, apostrophes, spaces, or any other punctuation in your last name, your username will **not** contain those non-standard characters.
- In the event of a username that is already assigned on the WVWC network, we will apply a digit to the end of the initials in the username to provide the next available username. Referring to the example above, Jane Q. Doe could have the username doe.jq1.2021.

Your initial password was set to MMDDHomeCityIDIDID, where MMDD is your two-digit birth month and two-digit birth day; HomeCity is your home city with no spaces and each word capitalized; and IDIDID the last six digits of your WVWC ID number. For example, if you were born Feb. 14; your home city is Port St. Lucie, FL; and your WVWC ID number is 123456; then your password would be 0214PortStLucie123456.

Terminology

- “Username” is just as listed above and does not include “@wvwc.edu”.
- “E-mail Address” is your username followed by “@wvwc.edu”.

Be sure you are using the correct format for logging in to various WVWC resources.

Network Registration (Campus Wi-Fi / Student-Secure Connection)

Logging Into Student-Secure Wi-Fi for the First Time

- 1) Click the Notifications Icon in the system tray (bottom-right corner of screen) (See Figure 1)
- 2) Click the “Network” icon from the popup menu. If it does not appear, click the “Expand” link. (See Figure 2)



Figure 1



Figure 2

- 3) Select “Student-Secure” from the list of available connections. Ensure that the option for “Connect Automatically” is **checked**. Click the “Connect” button. (See Figure 3)
- 4) Log in using your WVWC username and password. (Windows may require you to enter your credentials twice.) (See Figure 4)
- 5) Confirm your connection by clicking the “Connect” button (See Figure 5)

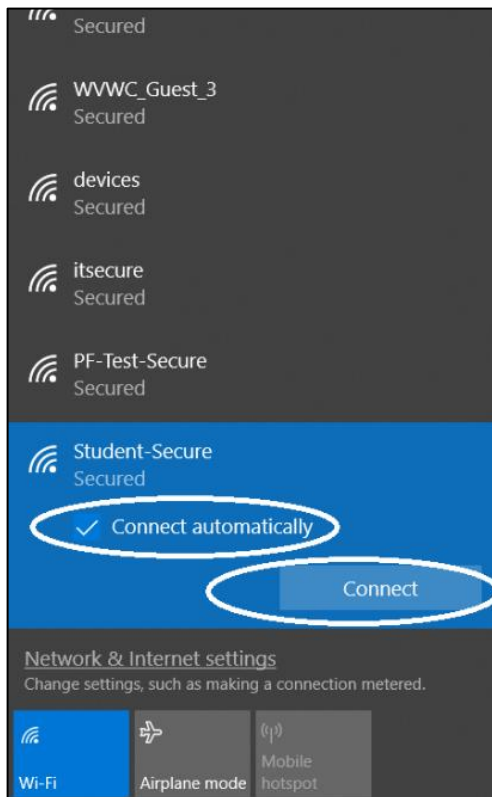


Figure 3

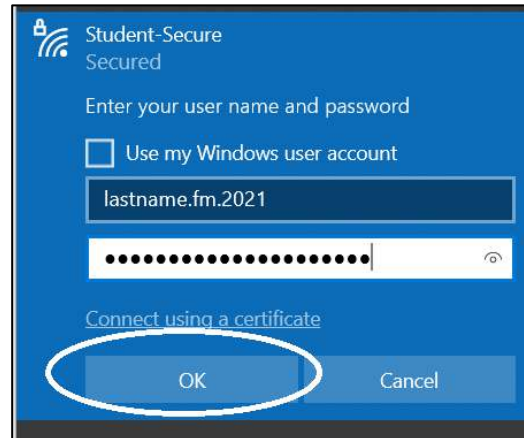


Figure 4

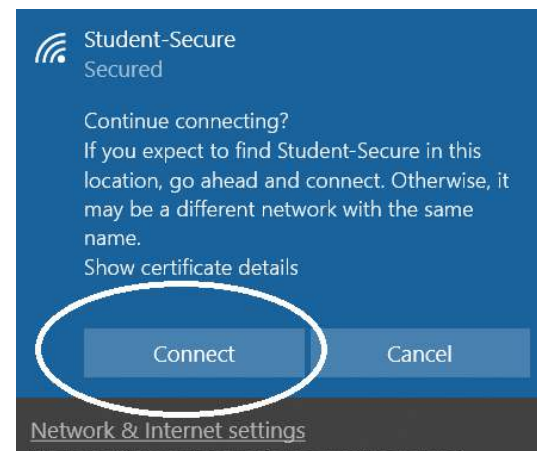


Figure 5

Network Registration (Ethernet Wired Connections)

(This process is also used for the WVWC Wi-Fi in Reemsnyder Research Center only.)

If you elect to use Ethernet, you will need a Category 5 (CAT5/CAT5e) or higher Ethernet cable to connect to the network port in your dorm room. These are available at the WVWC Bookstore, Wal-Mart, Lowes, etc. Generally, a 14' cable is sufficient, but you may need a longer cable dependent upon port location and furniture arrangement. You may also need to add an Ethernet adapter to your laptop to provide the necessary interface. USB 3.0 and USB-C adapters are the most common, and many provide other ports for use, such as HDMI and VGA output. If you need an adapter, the staff at the Helpdesk can assist with recommendations and ordering assistance.

The first time you connect to the WVWC Ethernet network, you will need to register your computer.

To register your computer for the campus network using your wired connection, do the following:

***Note: Before attempting to register on wired Ethernet, you must disable the Wi-Fi on your laptop.**

- 1) Connect your computer to the Ethernet jack in your room and turn on the computer.
- 2) When the computer is fully booted, open your web browser— Chrome, Firefox, Edge. You should be redirected immediately to the registration page. If not, you can type the address for the registration page: <http://netreg.wvwc.edu> in the browser address box.

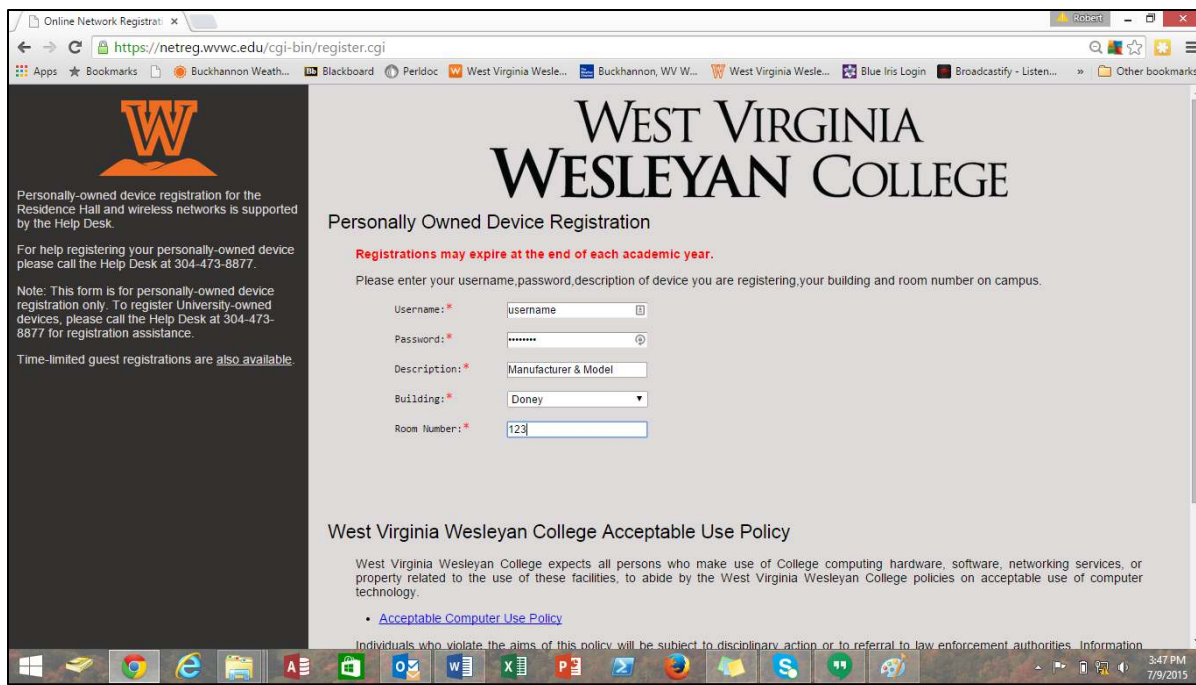
The screenshot shows a web browser window with the URL <https://netreg.wvwc.edu/cgi-bin/register.cgi>. The page features the West Virginia Wesleyan College logo at the top. Below the logo, there is a section titled "Personally Owned Device Registration" with a warning: "Registrations may expire at the end of each academic year." The registration form includes fields for Username, Password, Description (Manufacturer & Model), Building (a dropdown menu currently showing "Doney"), and Room Number (a text box with "123" entered). To the left of the form, there is a sidebar with additional information, including a note about the form being for personally-owned devices only and a link to the "Acceptable Computer Use Policy". The bottom of the page contains a footer with a disclaimer about disciplinary action for policy violations. The browser's taskbar at the bottom shows various application icons and the system clock indicating 3:47 PM on 7/9/2015.

Figure 6

- 3) Complete the form by providing your WVWC username and password in the appropriate fields. Provide the **manufacturer and model number** of the device in the "Description" field. For example,

“Dell Inspiron 13 7000 Series.” Finally, select the correct Building from the drop down list and enter the room number in the text box.

- 4) Scroll down. Note that by accepting access, you are accepting to abide by the WVWC Acceptable Use Policy. There is a copy of this policy at the end of this handbook. Click the “Accept” button.
- 5) Once registered, shut down your computer. Wait a minute or two, and then restart your computer.

****Note – If after a restart your browser continues to go back to the registration page, you may need to empty the Temporary Internet files or Cached Files from your browser.**

- **Chrome: Settings → History → Clear Browsing Data**
- **Microsoft Edge: Options icon (...) → Settings → Clear browsing data / Choose what to clear → Clear**

Changing Your WVWC Password

****Important**** Changing your WVWC password does not change the password to your e-mail, unless you specifically select that option. It is highly recommended that you do not change your password until you have everything, including e-mail, working properly. Information on changing just your e-mail password is provided in that section.

Open the WVWC Computing Services Helpdesk website in your browser by entering the URL

<http://helpdesk.wvwc.edu>

Scroll down the page, and you will find the “WVWC Network Password Reset” link in the navigation links on the left. Click the link. (See Figure 7)

Note: This link, and other useful links, can also be found in the Quick Links section at the bottom of our pages.

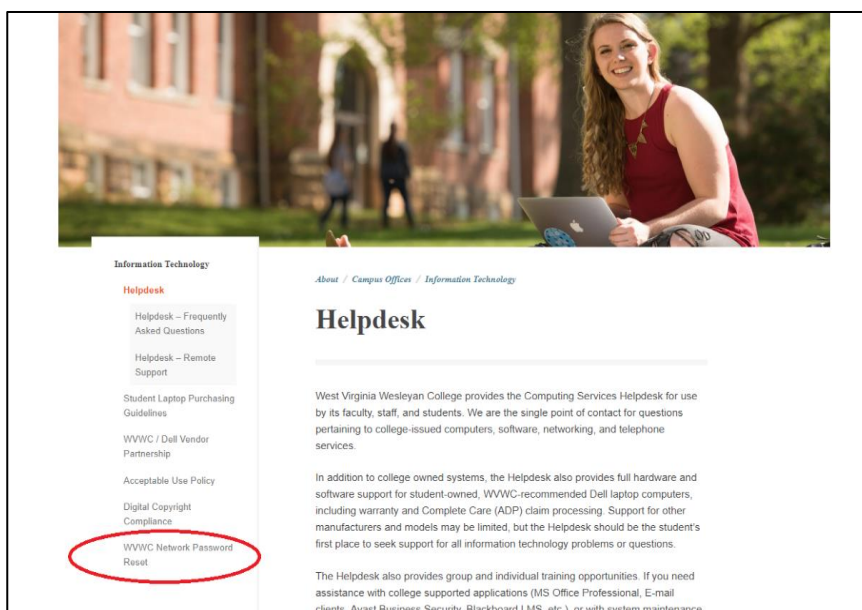


Figure 7

For the following steps, please refer to Figure 8.

- 1) Enter your WVWC username and password in the appropriate fields and click “Login” to continue.
- 2) If you have forgotten your network password, but can access your WVWC e-mail, you can click the “Trouble logging in?” link to have a reset link e-mailed to your account.
- 3) Click the “Login” button to continue

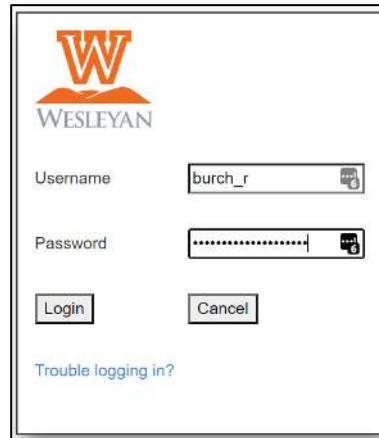
A login form for Wesleyan University's WVWC system. At the top is the Wesleyan logo, which consists of a stylized orange 'W' above the word 'WESLEYAN' in blue. Below the logo are two input fields: 'Username' with the text 'burch_r' and 'Password' with masked characters. To the right of each field is a small icon of a person. Below the password field are two buttons: 'Login' and 'Cancel'. At the bottom left is a blue link that says 'Trouble logging in?'.

Figure 8

- 4) In the following window (See Figure 9), create your new password. The new password must be at least 12 characters long; it must contain 3 of the following 4 items: uppercase character, lowercase character, number, special characters such as punctuation marks; and it must be different from ones that you have used in the past.

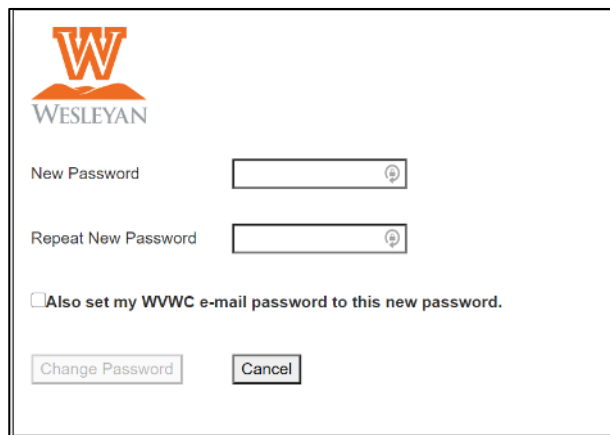
A form for changing the WVWC password. It features the Wesleyan logo at the top. Below the logo are two input fields: 'New Password' and 'Repeat New Password', each with a small icon of a person to its right. Below these fields is a checkbox with the text 'Also set my WVWC e-mail password to this new password.' At the bottom are two buttons: 'Change Password' and 'Cancel'.

Figure 9

Your WVWC username and password combination is used for the campus network access, Blackboard Learning Management System, your Microsoft Online account for Office 365, and Web Advisor. To apply this change to your WVWC e-mail account as well, check the provided box.

Note: If you change your network password, we recommend that you delete any WVWC Wi-Fi connections that you may have on your phone, and then reconnect to campus Wi-Fi.

Please do not share your WVWC network password with anyone.

Naming Your Computer

- 1) Enter the text **System** in the Cortana search box in the lower left corner of the task bar, then click the System link under the Settings group.
- 2) Click the “Rename this PC” button.
- 3) **Note: Dot characters are invalid characters here, so you can use dashes in place of the dots in your username to create your unique machine name.** Enter your username substituting ‘-’ for ‘.’ For example, lastname-fm-2021. Once you have entered the new name, click the OK button. (Figure 10)

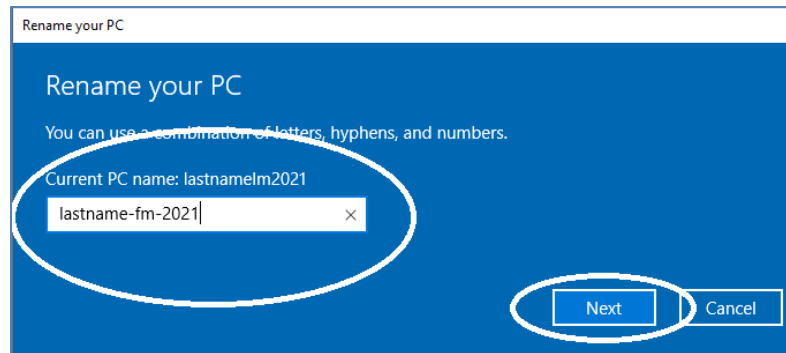


Figure 10

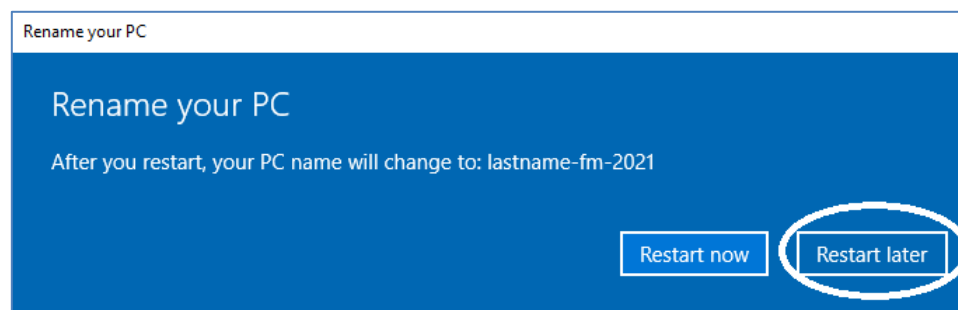


Figure 11

- 4) The next screen will ask if you wish to restart your computer or restart later. Opt to restart later. (Figure 11).

Did you hit *Restart now* by accident? If so, that's OK. Just pick up here once your computer has restarted.

Installing Antivirus Software

Since many students have already purchased antivirus software, and there are numerous, high-quality, free antivirus solutions available, West Virginia Wesleyan College does not provide licensing for antivirus software for students. However, our staff is available to assist in the process of selecting, downloading, and installing antivirus software.

Currently, we offer this advice:

- Most retail systems come preloaded with some form of antivirus software. You should check the subscription dates to know when it expires. Many are just 30 days.
- Antivirus software must update its definitions to remain effective, and expired software will not update.
- We have personally experienced difficulties regarding compatibility and functionality with prior editions of McAfee Internet Security, and we do not recommend it as a solution for use on the WVWC network.
- The free Antivirus applications that we most commonly recommend have consistently placed very high in consumer reviews, even in comparison with their competitor's retail products. Those products are **Avast! Free Antivirus**, **Bitdefender Free**, and **AVG AntiVirus Free**. You may download one of these from <http://www.download.com>.
- We recommend that you remove current antivirus applications and restart the system prior to installing new software, but you should download the new program while still under the protection of any existing software that you are using. (**Download → Remove → Restart → Install**)

Installing Microsoft Office 365

All enrolled WVWC students are eligible for an annual subscription to Microsoft Office 365. You will experience many benefits with this product, including:

- The product will be the latest editions of Microsoft Office Professional for PC and Microsoft Office for Mac.
- You receive automatic upgrades to the latest editions of Microsoft Office as they become available.
- You may install Microsoft Office 365 on up to **five** systems, including PCs, Macs, iPads, iPhone, and Android phones.
- **You can install office from off-campus!** (Instructions are on the next page.)
- You can manage your installations, meaning you can remove the license from one device and then add it to another.
- **We provide licensing during the time that you are actively enrolled at WVWC and for 30 days beyond graduation.**

Office 365 Installation instructions:

- 1) Go to <http://portal.office.com>
- 2) Log in, using your **full WVWC e-mail address** as the username and your WVWC password.
- 3) Once logged in, click the Install Office Apps button. (See Figure 12)

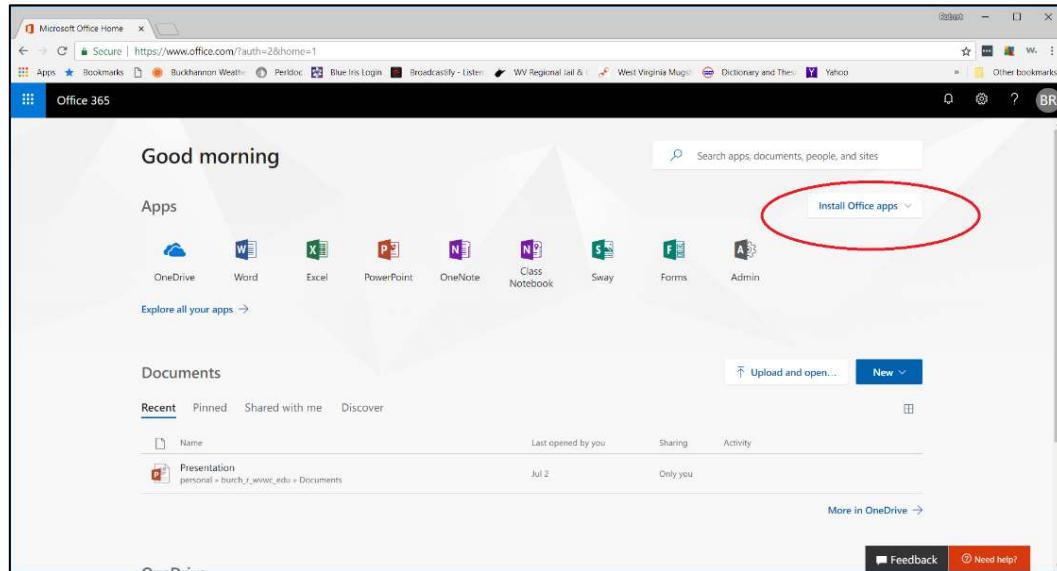


Figure 12

- 4) For most instances, we recommend the standard Office installation, so select the top option, Office 365 Apps. If you wish to specify a bit version or install in a language other than English – US, you can do so through the second option.

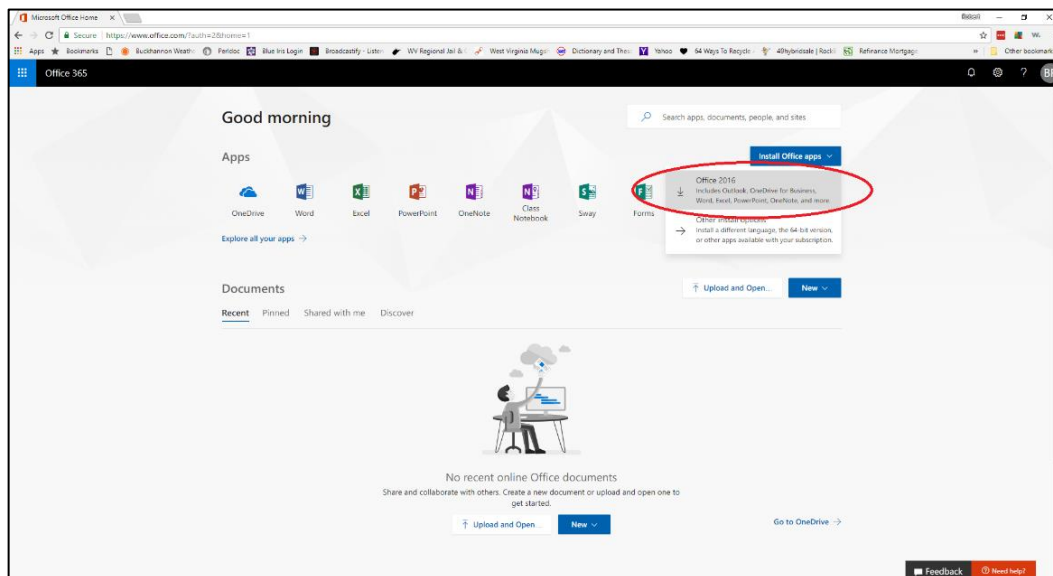


Figure 13

- 5) Microsoft Office applications will be usable within a few minutes, but please ensure that your system remains connected to the Internet and powered on until the full installation is complete.

E-mail Configuration and Intro to Google Workspace

You have access to a WVWC / Google Workspace account while you are an active student at WVWC. After you graduate, this account will remain intact for your use indefinitely. (Accounts are removed for those that transfer or withdraw.) In addition to a very flexible and robust e-mail system provided by Gmail, Google Workspace contains Word Processing, Spreadsheet, and Presentation applications, shared calendaring, and virtually unlimited storage space and shared workspaces that support collaborative work via Google Drive. For example, you can work on a document simultaneously with others, such as members of a class project group.

In your web browser, go to <http://email.wvwc.edu>. Your username is the same format, **lastname.fm.2021**, as your WVWC network account. Your full e-mail address will be lastname.fm.2021@wvwc.edu. Your initial password was also set to match your initial WVWC network password.

During your first logon, you will be prompted to accept the terms and conditions for site use and fill in a security text box. This requirement is only for the first logon, but it is necessary to fully activate the account.

By default, Gmail is a robust web mail application with a powerful search feature, but it also offers the flexibility to allow you to decide how you wish to access your e-mail, by the web, by mail client such as Outlook, by smart phone, or all of the above! There are a few features that you should be aware of, and a few terms that you should know.

- By default, Gmail **groups your mail by conversation** (subject line), so e-mails that have been replied to back and forth stay together as a conversational group in Gmail.
- Gmail uses “**labels**” in lieu of folders. Your inbox may be filtered based on labels, and messages can have more than one label.

Changing Your E-mail Password

****IMPORTANT**** Your e-mail account password is not maintained through your WVWC network account; therefore, a change in one, does not automatically change the other, although you can change both together using the online tool in the Changing Your WVWC Password section.

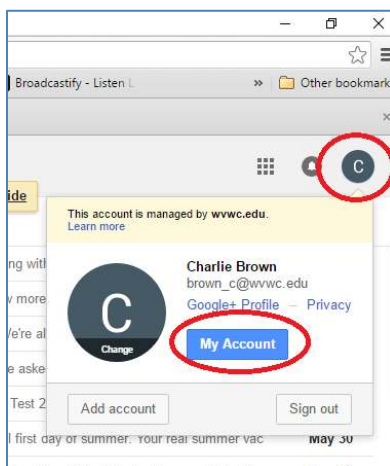


Figure 14

- 1) To change your Google Apps account password, you must log into your account at <http://email.wvwc.edu>.
- 2) Once logged on, make sure you are in the Gmail section of your Google Apps account by clicking the Mail link in the upper left corner of the page.
- 3) As illustrated in Figure 14, click your account icon (it will have the first letter of your first name.) in the upper-right area of the page, and then click the “My Account” button from the drop down menu. Click the “Sign-in & Security” link on the left side of the page, and then click the “Password” link in the “Password & sign-in method” section on the right side of the page. (You will then be prompted to change your e-mail password.)

Configuring Microsoft Outlook for Accessing your WVWC E-mail

Configuring Microsoft Outlook for use with your WVWC e-mail account is easy with the G Suite Sync for Microsoft Outlook tool available at <https://tools.google.com/dlpage/gssmo>.

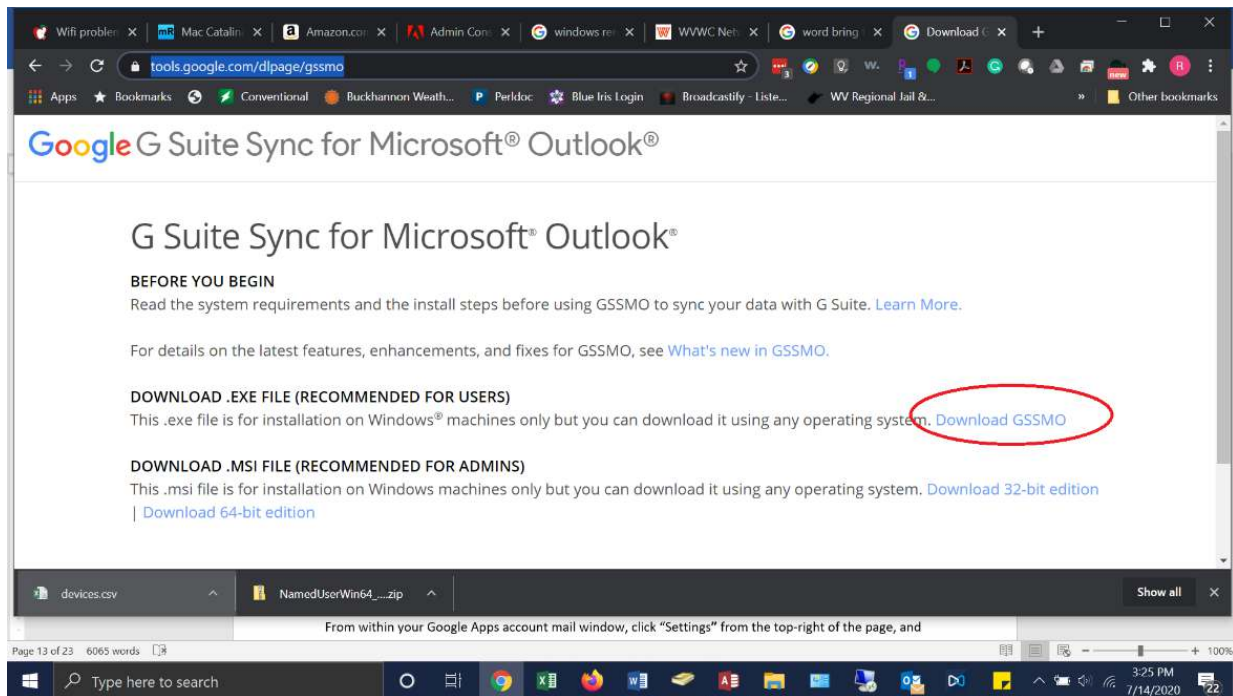


Figure 15

Download the program from the site and run it. When it installs, it will prompt you to enter your e-mail address and prompt you that it is launching a default browser window for account access. When your browser launches and prompts for a login to your mail account, scroll to the bottom of the page and click the “Accept” button. You should then return to the Google Apps Sync window, Click the “Create Profile” button, and then click the “Open Outlook” button. That is it; you are done! Your WVWC e-mail, contacts, and calendar automatically synchronize with Microsoft Outlook.

Adding a Device to Check Your E-mail

Generally, setting a mobile device to check your WVWC e-mail is as simple as adding a new Google account. Use your full WVWC e-mail address for the account, and enter your e-mail password.

In some cases, you may need to enable IMAP from within your Google account settings. You can find this feature, and many other customizations in the Settings section of your Google/WVWC mail account.

From within your Google Apps account mail window, click “Settings” from the top-right of the page, and then click the “Forwarding and POP/IMAP” tab. You first must enable your Gmail to use POP or IMAP. WVWC recommends the use of **IMAP** in most cases. Select the **Enable IMAP** option, and click the “Save Changes” button. Finally, click the “Configuration instructions” link, and follow the instructions for the device of your

choice. Remember that anywhere Google's help files prompt you for "your_domain.com", you should enter **wwvc.edu**, and when prompted for "username", enter your **full e-mail address**. (See Figure 16)

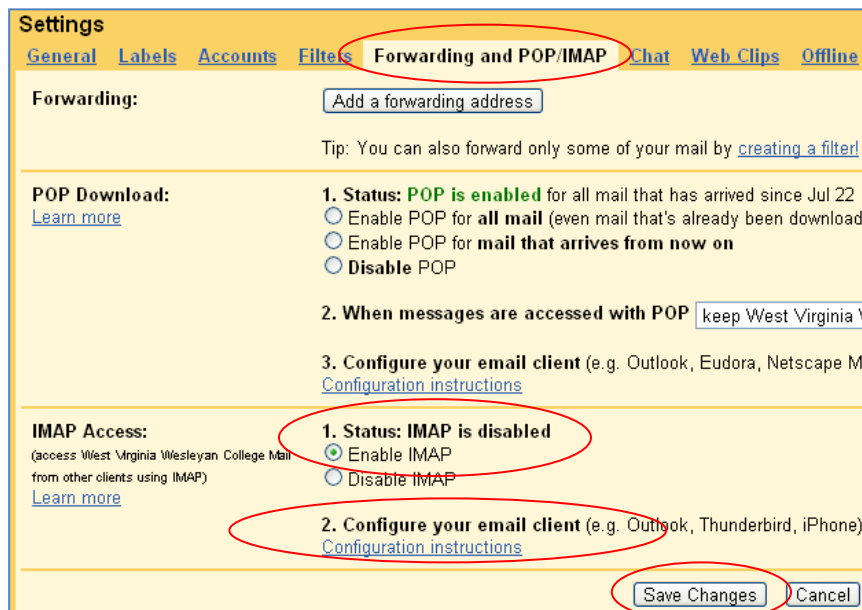


Figure 16

Installing Network Printers

***Note: MacBook users will require assistance from the Helpdesk staff to have the public printers installed on their system. You must bring your MacBook to the Helpdesk to have this service performed.** Create a shortcut on your desktop to the print server by right-clicking on your desktop, and then choose "New", then "Shortcut". (Figure 17)

- 1) In the "Type the location of the item" field, type: **\\PrintServer**, and then click the "Next" button. (FYI – "\\" means "a different networked computer.")
- 2) You will be prompted to name the shortcut. Just hit the "Enter" key or click the "Finish" button.
- 3) Double click the shortcut to "PrintServer" that you created on your desktop. You will be prompted to log on to the server. Again, you must enter your full e-mail address in the username field. Type **lastname.fm.2021@wwvc.edu** and type your WWVC network password into the password field.

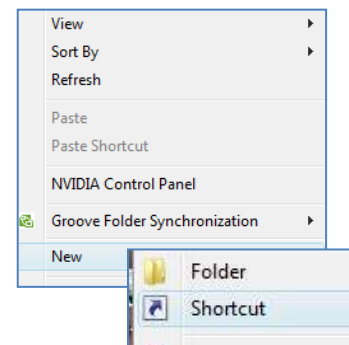


Figure 17

Important: Check the box for Windows to remember the password.

Using the WVWC Public Network Printers

When you print to WVWCPrint, your print job will be available at any of the print release stations. They are located in the Library, the Helpdesk, the 24/7 Lounge in the Campus Center, and the Writing Center. There are also printers in the lobbies of all of the residence halls, and these are included in the WVWCPrint queue. Students who are not residents of a residence hall with a printer but who wish to gain access to another building's printer, must follow the visitation policy set forth by Residence Life.

To release a print job from the print queue, log in to the laptop located by the printer using your WVWC username, **lastname.fm.2021**, and password. Your print jobs will be displayed. Select the jobs that you wish to print by checking the box to the left of the title. Click the "Print" button. The selected jobs will print out at your location.

Installing Other Software

Installing Google Chrome Web Browser

Google's Chrome web browser is the recommended browser for use with most WVWC services including the Blackboard Learning Management System. You can install Chrome from <http://www.google.com/chrome>.

Installing Adobe Reader DC

Adobe's Acrobat Reader DC is the recommended PDF reader for WVWC use. You may install it at <https://get.adobe.com/reader/>. Be sure to uncheck the Optional Offers before installing.

Installing VLC Media Player

The VLC Media Player is our recommended player for audio and video files. You may install it at <https://www.videolan.org/vlc/>. Click the Download VLC button on the page, and run the installer after downloading.

Accessing Blackboard Learning Management System

You can use the URL <http://blackboard.wvwc.edu> or click the Blackboard link near the bottom of the WVWC homepage <http://www.wvwc.edu>.

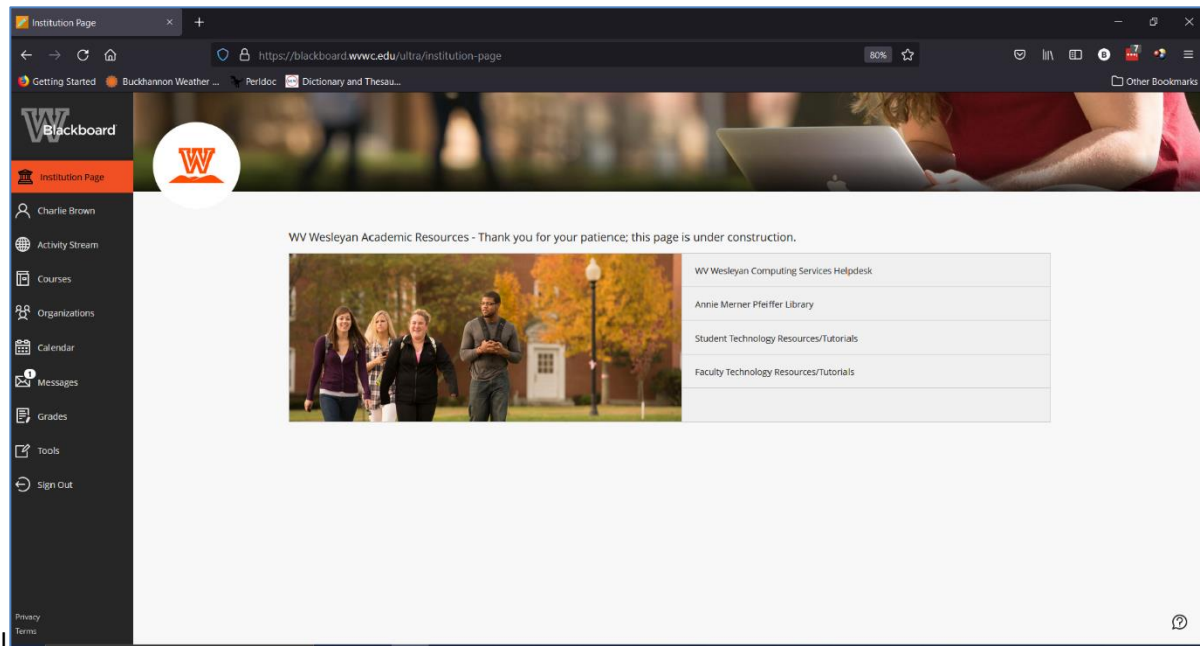


Figure 18

Your instructors will use Blackboard to share course content, host electronic assessments, and for course communication. Once logged in, you will see the Institution Page. You can always return to this main page by clicking the Institution Page link in the top of the navigation pane.

One of the links on the Institution Page is for Student Technology Resources/Tutorials. This section contains useful video instruction for using Blackboard, and we encourage you to review these to familiarize yourself with the environment. Help is also available in the main menu from within any of your courses.

Installing the Respondus Lockdown Browser for Blackboard Testing

Your instructors may utilize online testing in Blackboard, and if so, will likely require the use of the Respondus Lockdown Browser. **It is best to have this installed and tested on your system prior to needing it.**

To install the browser, simply go to www.wvwc.edu/respondus, click the “Install Now” button, and follow the on-screen instructions. Depending on what web browser you use, you may have to select and run the installer after it has downloaded. When complete, you should be able to launch the Lockdown Browser from your desktop and log in to Blackboard. You may be prompted by Lockdown Browser that certain applications must be closed prior to fully running Lockdown Browser. If so, opt to close these applications, and then continue.

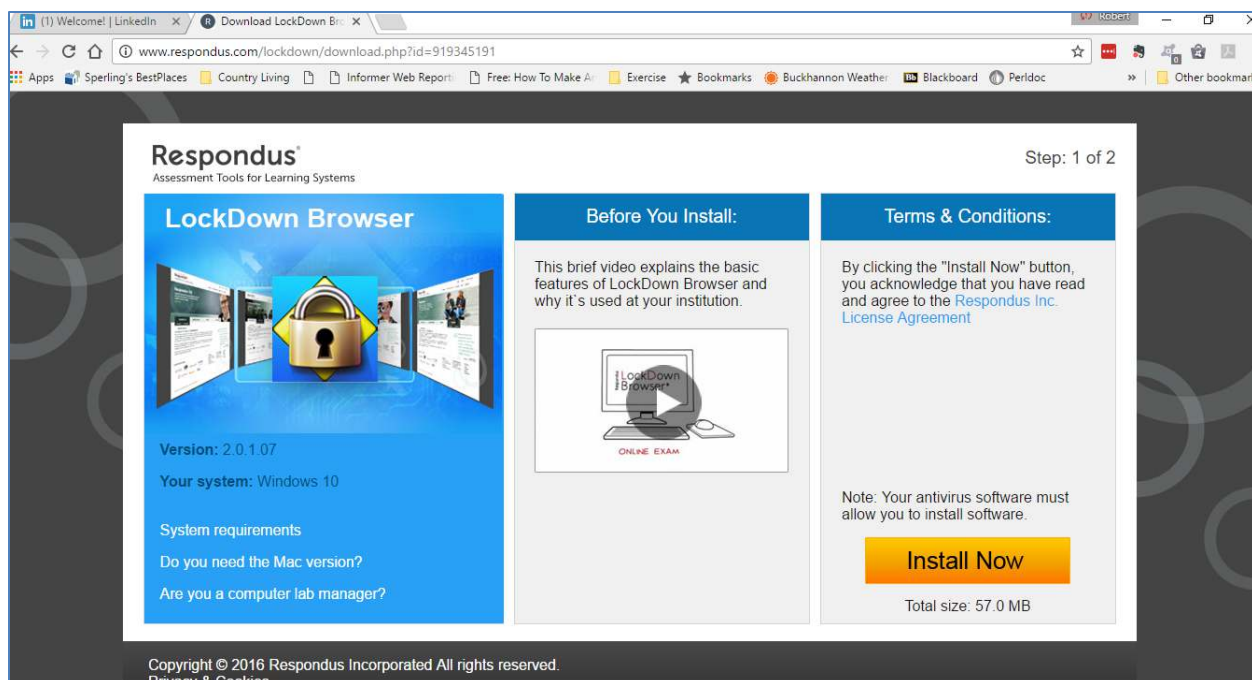


Figure 19

Accessing the Self-Service Portal and Web Advisor

Students use the Self-Service portal to check their final course grades, get copies of their class schedules, add proxies to their account, and access financial aid and student account information, among other tasks.

Web Advisor is the older of the two tools. While most features for students have been migrated from WebAdvisor to Self-Service, as well as new features added, some users may need to access Web Advisor for specific information.

You may access the Self-Service portal from the Colleague Self Service link near the bottom of the WVWC homepage <http://www.wvwc.edu> , or directly at <http://selfservice.wvwc.edu> .

You may also access Web Advisor from the link near the bottom of the WVWC homepage <http://www.wvwc.edu> , or directly at <http://webadvisor.wvwc.edu> .

Installing and Using Google Backup and Sync for file backup

There are many ways to backup your data, and it is important that you do so. One of the easiest ways while you are a student at WVWC is by installing Google's Backup and Sync application. (Formerly the Google Drive application.)

To Install:

- 1) Direct your web browser to <http://www.google.com/drive>. Once on the page, scroll down and under the "For Individuals" section, click the "Download" link for Backup and Sync.
- 2) Click "Agree and Download" from the security window.
- 3) A program called "installbackupsandsync.exe" will be downloaded. When the download is complete, double-click the program to install.
- 4) Once the installation is complete, click "Close" on the notification window. (See Figure 20.)

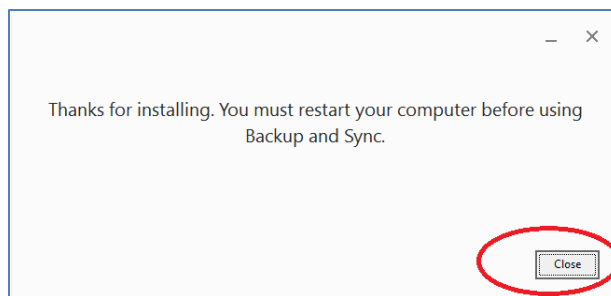


Figure 20

- 5) If Backup and Sync did not launch automatically, Click the Windows button to launch the Start menu. (See Figure 21) Scroll down to the B section to locate and launch Backup and Sync. If setup does not start automatically, look in the lower-right corner in the system tray for the Google Backup and Sync icon. It will look like a cloud with an up arrow in it. Click the icon to begin the setup. (See Figure 22.)

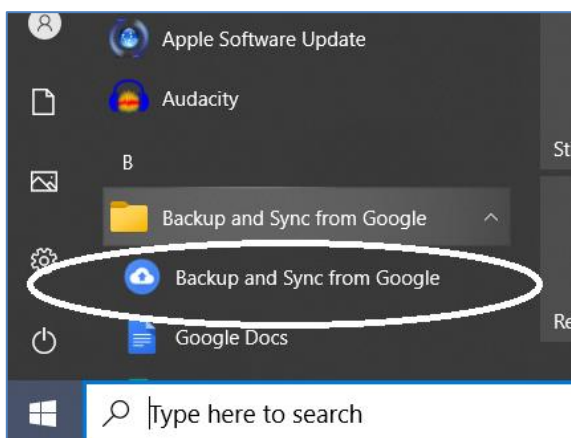


Figure 21

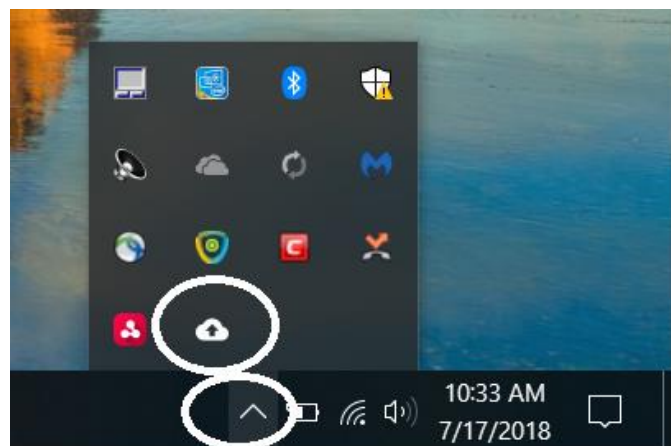


Figure 22

6)

- a. First, log in using your WVWC e-mail address and password. Click the “Next” button to continue.
- b. Choose the folders that you wish to backup automatically. (See Figure 26.)

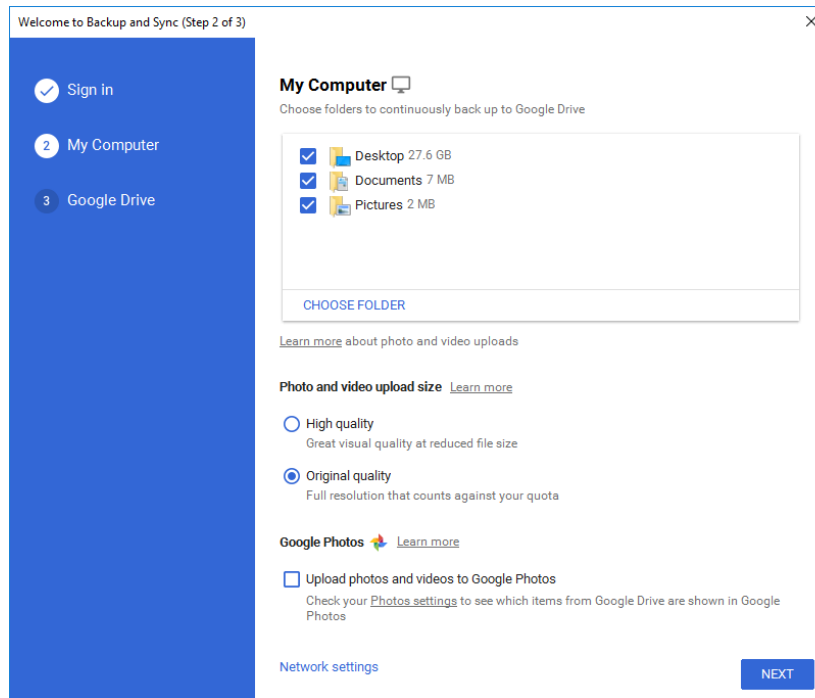


Figure 26

- c. If you want to backup additional folders, click the “CHOOSE FOLDER” link and browse to or create any other folders that you wish to add to your backup. Click the “Next” button to continue. (We recommend at least adding your Downloads and Videos folders.)
- d. Finally, you can choose to synchronize your entire Google Drive folder, or you can omit folders that are stored in Google Drive.
- e. **Important Note: It is important that you understand the difference between *Backup* and *Sync*. Your “Backup” under the “Computers” section in Drive, is your data backup for Documents, Desktop, Pictures, etc. and will be found in that location. Your Google Drive folder in your profile is actively synchronized to the “My Drive” section on the web.**
- f. **Note: It is a good idea to right-click on the generic “Laptop” label and select “Rename” from the popup menu. Give your system a more accurate name, like “Inspiron 13” or “MacBook Pro”. This way if you set multiple systems to back up to the same account, you will easily be able to identify which is which!**

Using Secondary Devices on the WVWC Network

The devices listed below may access the WVWC network, but because of our security software and network configuration, they must be logged in and registered, or pre-configured to function properly.

Computers, Most Smart Phones, iPod Touches, Tablets, and E-Readers: may be used by connecting to the “Student-Secure” Wi-Fi connection. When prompted, enter your WVWC Network username and password. If prompted, opt to **Trust the Network Certificate**. If you need help, simply bring the device by the Helpdesk during our office hours. **(Note: On Android devices, the field may show as “Identity” instead of “Username.”)**

Please note that our first priority of a new semester is to ensure that all student laptop and/or network problems are resolved as soon as possible. For this reason, we only offer limited resources for secondary device registration during the first two weeks of an academic semester, and a wait should be expected.

Gaming Consoles, smart virtual assistants (Echo, Home, etc.), and audiovisual equipment: require the completion of a Network Registration form. The form is available for electronic submission in the Computing Services section of the College Intranet. <http://intranet.wvwc.edu> **Note: You will have to log in to the Intranet with your WVWC account.**

Wi-Fi Printers: WVWC does not offer Wi-Fi configuration for personal printers. This is due to several reasons, including excessive workload, compatibility issues regarding home printers and enterprise networking, and personal security. If you wish to use a personal printer in your dorm room, you should install it via USB cable and access it in that manner.

Wireless Access Points: Personal Wireless Access Points are prohibited from the WVWC Network

Sign up for WVWC Alert

The WVWC Alert system is used to notify you via text message in the event of a campus emergency. You may also opt to add secondary phones to your account, so if you wish to include a parent’s phone, for example, you may.

Student sign-up is managed during registration. New students will provide a signature during registration, and returning students have the option during their RegAssist online registration. To manage your WVWC Alert information, go to <http://www.wvwc.edu/Alert> or from the WVWC homepage <http://www.wvwc.edu>, select **About → Offices → Campus Safety & Security** from the main menu. In the navigational menu on the left, click the link for the sub-page, **WVWC Alert: Emergency Notification System**.

The WVWC Alert landing page provides more specific information about the service and how to edit your registration.



West Virginia Wesleyan College Computer Resources Acceptable Use Policy

March 28, 2008

This policy covers all college-owned computer resources including hardware, software and network equipment, from here on referred to as the “computer system.” The computer system of West Virginia Wesleyan College is available to the students, faculty, and staff in support of the mission of the college. It is expected that users of these resources will engage in activities such as academic work, communicating with others, and accessing various information sources in the performance of normal college-related job responsibilities. Using college computers on an occasional basis for personal use, such as corresponding with friends or family through electronic mail, may also be considered appropriate, but in all cases, usage should defer to college related activities. The computer system may not be used for commercial or solicitation purposes without the express written consent of appropriate school officials. The computer resources provided by the College are the sole and exclusive property of the College and may not be moved or altered without the permission of the Computer Center, which bears sole responsibility for computer installation and maintenance of the college-owned computers and network equipment.

It is expected, in return, that users must respect the rights and privacy of others, and must obey school policies and state and federal laws that may apply to their activities while using the computer system. Although the college, in its official capacity, will make every effort to respect the privacy and civil rights of users of the computer system, it should be understood by all users that the computer system is owned and operated by the College. The institution reserves the right, in its sole discretion, to monitor any and all aspects of the activities on the system, and to take appropriate action when necessary to uphold legal, moral, or ethical standards. Use of the college computer system means that you agree to abide by the rules and responsibilities set forth in this policy.

Legal Responsibilities

There are several legal obligations for users of the computer system. The examples provided here are the most significant, but should not be considered a complete list. It is the responsibility of users to be aware of and respect state and federal statutes that may regulate their activities.

- Users must obey copyright laws, including the Digital Millennium Copyright Act of 1998, and respect the intellectual property of others. This includes but is not limited to music and other downloads.
- Software license agreements must be honored. The college makes every effort to properly purchase and license all software installed on the institution’s computer systems. **There is no stated or implicit consent given to users to copy any of the programs or data residing on these systems.**
- Users must have approval from the Computer Center before installing any software on a college-owned computer. This includes but is not limited to programs downloaded from the Internet. Unlicensed software will be removed as found unless a license is provided. Unsupported software may be removed by the Computer Center as needed to improve computer performance.

- It is a violation of West Virginia law to access a computer system without authorization, or to gain access to a computer system for the purposes of fraud or malicious activities such as the destruction of files or programs.
- It is a civil offense to make false statements about another person (libel), especially if it results in the loss of that person's good name (defamation).
- The creation or knowing distribution of a computer virus or "worm" is a violation of federal statute.
- The creation or knowing distribution of a chain letter is a violation of federal statute.
- No user may alter or upgrade the operating system of any college-owned computer without purchasing a license and scheduling the installation with the Computer Center.

Ethical Responsibilities

Although certain activities of users may not be strictly illegal, there may be cases where a user might violate the ethical standards of the college. Guidelines for appropriate behavior as found in the campus handbooks and catalogues apply to the use of the computer system. Common sense and a personal sense of responsibility are important here.

- Users of the college computer system will refrain from accessing or electronically transferring text or graphics images that would be deemed hateful, demeaning, or pornographic by the prevailing standards of the college community.
- The computer system, especially the electronic mail capabilities, will not be used to create offensive or disruptive messages. This includes messages which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability.
- The privacy of other user's files and electronic mail messages is to be respected at all times. No user, with the exception of authorized system administrators, shall access, or attempt to access, another user's files or electronic mail messages without the explicit consent of that user. In addition, no unauthorized attempt shall be made to obtain the passwords or access codes of any other user, and no use of another person's user ID or password is allowed unless specifically approved by a computer system administrator.
- No attempt will be made by any user to secure unauthorized access to system files or confidential academic or administrative records.
- No College-owned computer, computer component, projector, printer, or other related items shall be removed from campus for any reason except when issued for mobile or remote use.
- Any user who causes damage, takes a computer off campus for repair or other reasons or incurs charges in other ways without approval from the Computer Center will be responsible for damages and expenses incurred.
- The intentional destruction of any work-related files or other resources used in the course of your job is strictly prohibited upon your departure or at any other time. All files, programs, and other tools used for work whether licensed software or freeware placed on College-owned computers are the property of West Virginia Wesleyan College and may not be removed or copied.
- All users must register any peripheral device before connecting it to the network. This includes, but is not limited to: wireless routers, switches, hubs and network printers.

Good Citizen Responsibilities

Beyond the legal and ethical guidelines in this policy, responsible users of the college's computer systems should recognize the fact that they are members of a larger electronic community. As good citizens of this community, users can take several steps to make utilization of the college's resources a rewarding experience for themselves and others.

- The College's electronic mail system should be used primarily for communicating college-related messages. Employees should not forward chain letter, junk mail, jokes, or other messages that distract or interfere with the work of themselves and others. This also greatly increases your chance of receiving and spreading a virus.

- Send mail only to the person(s) who should receive it. Sending something to everyone on the address list uses unnecessary server resources and clutters many mailboxes.
- Report improper use or vandalism of any computer resource.
- Limit time on shared computers in the library, and defer to non-recreational users.
- Clean old files and documents off of shared resources such as file servers and electronic mail boxes.
- Make considerate use of computer resources in public areas. Refrain from accessing programs that produce loud noises or contain graphic material that may offend others.
- Network printers should be used primarily for academic printing. Please refrain from printing large numbers of copies for personal use.
- Users will make every attempt to avoid the unintentional spread of computer viruses through awareness of the problem and by consulting the Helpdesk website on a regular basis for recommended virus safeguard procedures.
- If abuse by a user under these guidelines is discovered, the Computer Center may at its discretion restrict user privileges on the relevant machine.
- Users and all College units and divisions developing web pages must have the web page design approved by the Office of Marketing and Communications.

Abuse of Privileges

If disciplinary action is required for violations of this policy, sanctions may range from loss of computer privileges to expulsion or job termination. Disciplinary actions for students will be addressed by the Vice-President for Student Affairs, for faculty by the Vice-President for Academic Affairs, and for staff by the Vice-President for Administration. Grievances and appeals may be filed in accordance with the respective guiding policy documents for students, faculty, and staff.

Adding Additional Network Devices

Additional network devices are defined as an additional computer, network printer, hub, router, game, or any other device that requires a connection to the network. Although additional devices are permitted by WVWC and Computing Services, **they must be registered with our department prior to connecting them to the network.** In addition, there is the possibility that limitations may prevent the connection of some devices. WVWC guarantees a "port-per-pillow" network access in all of the dorm residences, which provides access for all students.

If you have a system that requires a static IP address, an address will be provided for you when you register the device with our office. The staff at the Helpdesk will help you configure wireless routers and access points for your use. It is important to note that wireless devices that do not limit access to specific users through configuration will allow connections to all computers within range and result in a bottleneck of network traffic through a single port. Network registration forms are available at the Helpdesk, or you can download a copy from http://helpdesk.wvwc.edu/assets/pdf/Network_Registration_form_UPDATED.pdf