



# 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](mailto:helpdesk@wwvc.edu)

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

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

**2023- 2024**

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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 11 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

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## Your WVWC Username and Password

In most cases, your username is your LastName.FirstInitialMiddleInitial.StartingYear. For example, John Q. Doe starting in the 2023-2024 academic year would have the username doe.jq.2023. **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 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.jq1.2023.

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 or punctuation and each word capitalized; and IDIDID is 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 0123456; 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 Network Icon in the system tray (bottom-right corner of screen). (See Figure 1)
- 2) Click the expansion arrow in the “Wi-Fi” icon from the popup menu, so that you can see the available networks. (See Figure 2)



Figure 1

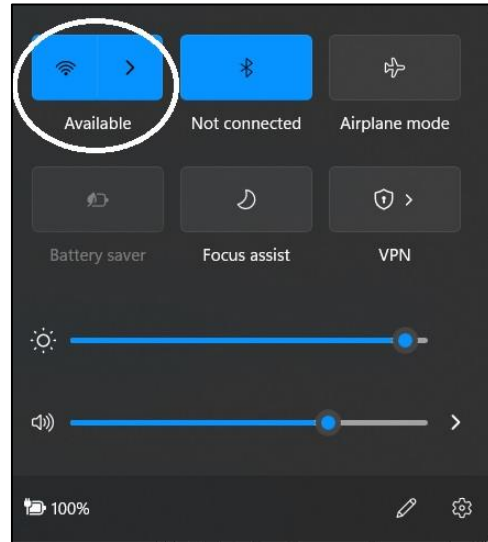


Figure 2

- 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. (See Figure 4)
- 5) Confirm your connection by clicking the “Connect” button. (See Figure 5)

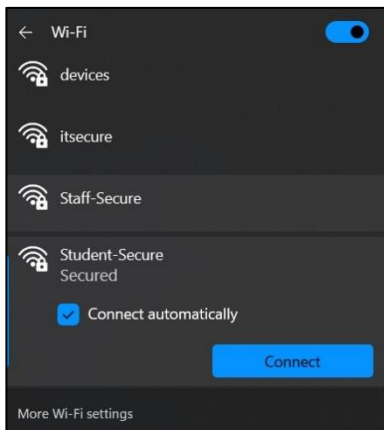


Figure 3



Figure 4

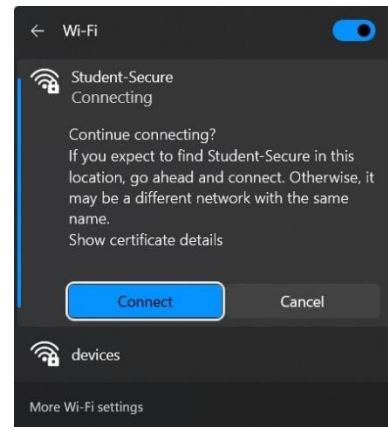


Figure 5

## Network Registration (Ethernet Wired Connections)

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

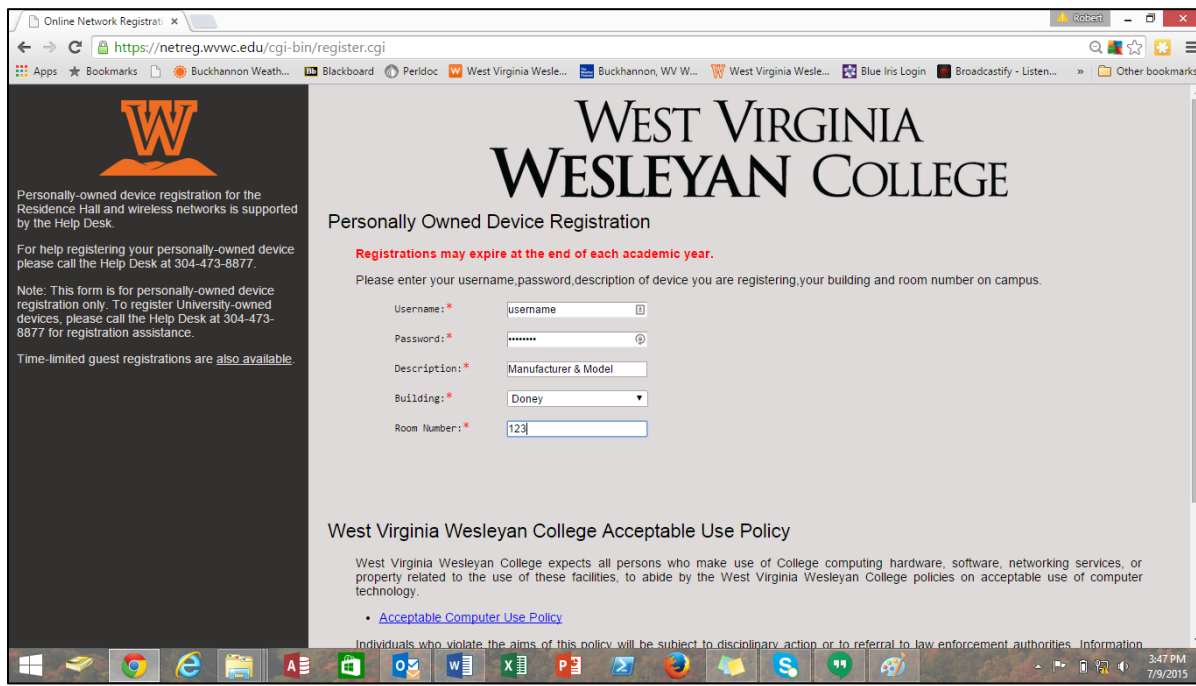
If you elect to use Ethernet, you will need a Category 5 (CAT5/CAT5e) or higher Ethernet cable to connect to the network port in your dorm room. These are available at the WVWC Bookstore, Wal-Mart, Lowes, etc. Generally, a 14' cable is sufficient, but you may need a longer cable dependent on port location 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 title is "WEST VIRGINIA WESLEYAN COLLEGE" and the main heading is "Personally Owned Device Registration". A red warning message states: "Registrations may expire at the end of each academic year." Below this, a prompt asks the user to enter their username, password, device description, building, and room number. The form fields are: Username (text box with "username" entered), Password (password box with "\*\*\*\*\*" entered), Description (text box with "Manufacturer & Model" entered), Building (dropdown menu with "Doney" selected), and Room Number (text box with "123" entered). At the bottom of the page, there is a link to the "Acceptable Computer Use Policy" and a note about disciplinary action for policy violations. The Windows taskbar is visible at the bottom of the browser window.

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 your 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 → Privacy & Security → Clear Browsing Data**
- **Microsoft Edge: Options icon (...) → Settings → Privacy, Search, and Services → Clear browsing data / Choose what to clear → Clear**

## Changing Your WVWC Password

**Note: Prior to changing 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 with the new password after you have changed it. Stored previous credentials may cause your account to lock out.**

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

<http://helpdesk.wvwc.edu>

Click the “Password Management” section. (See Figure 7) Expand the question, “How can I change my WVWC network password?” Then click the link for “WVWC Network Password Reset.”

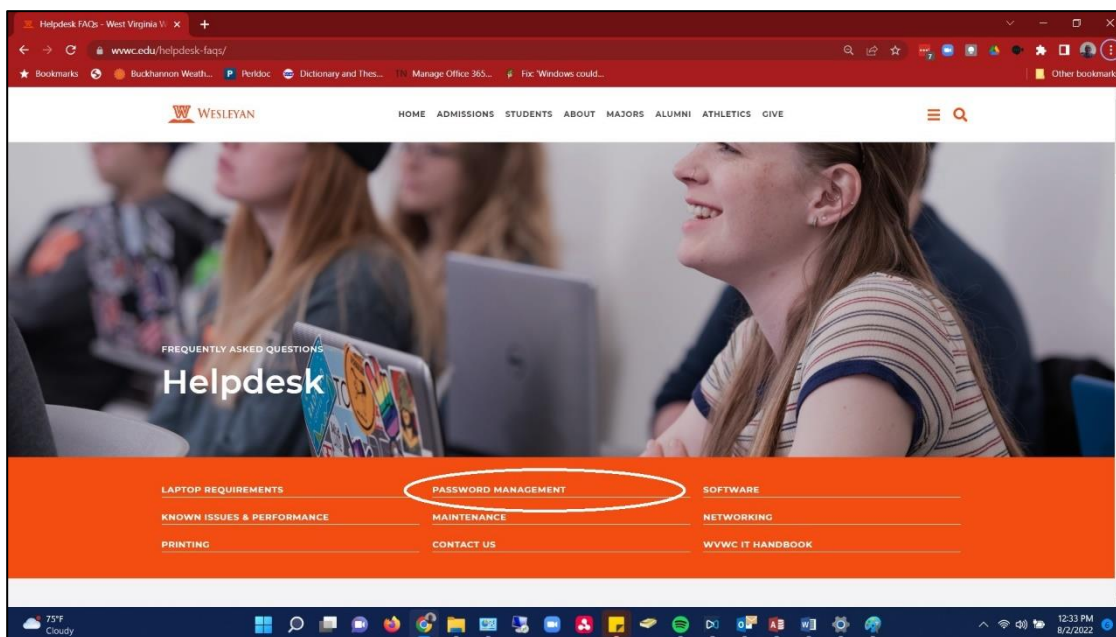


Figure 7

For the following steps, please refer to Figure 8.

- 1) Enter your WVWC username and password in the appropriate fields, then 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.

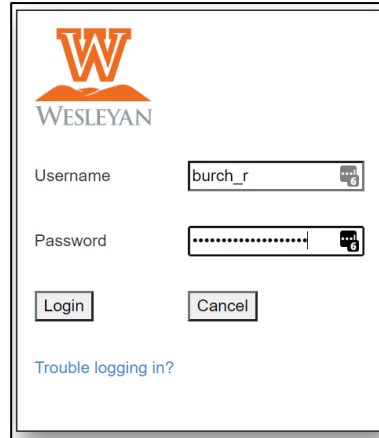


Figure 8

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



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 Self-Service.

To apply this change to your WVWC e-mail account as well, check the provided box.

**Please do not share your WVWC network password with anyone.**

## Naming Your Computer

- 1) Go to Settings in the start menu.
- 2) In the upper left corner is a field for “Find a Setting”. Enter “Rename your PC” and press enter.
- 3) Click the “Rename this PC” button in the upper right corner.
- 4) **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-2023. Once you have entered the new name, click the OK button. ( See Figure 10)

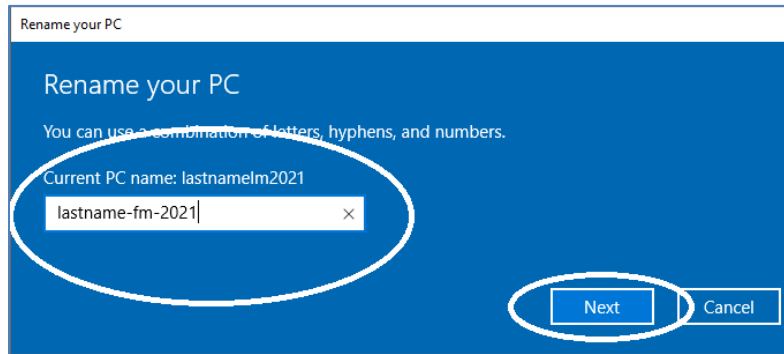


Figure 10

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

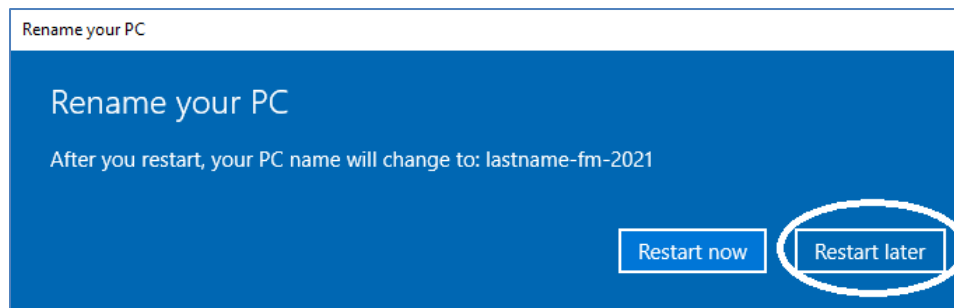


Figure 11

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** and **AVG AntiVirus Free**. You may download one of these from <http://www.download.com>.
- We recommend you download the new program while still under the protection of any existing software that you are using, then remove the current antivirus applications and restart the system prior to installing new software. (**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. For example, 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:

**Note: Office 365 may be preloaded on your laptop. If so, you can open an app, such as Word, and when prompted for a license, elect to log into an existing account. Enter your full WVWC e-mail address and your campus password to register. Also, uncheck the option “Allow this organization to manage my device.” If that is successful, you are done and can skip this section.**

- 1) Go to <http://portal.office.com>
- 2) Log in using the WVWC Single Sign-On page, 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)

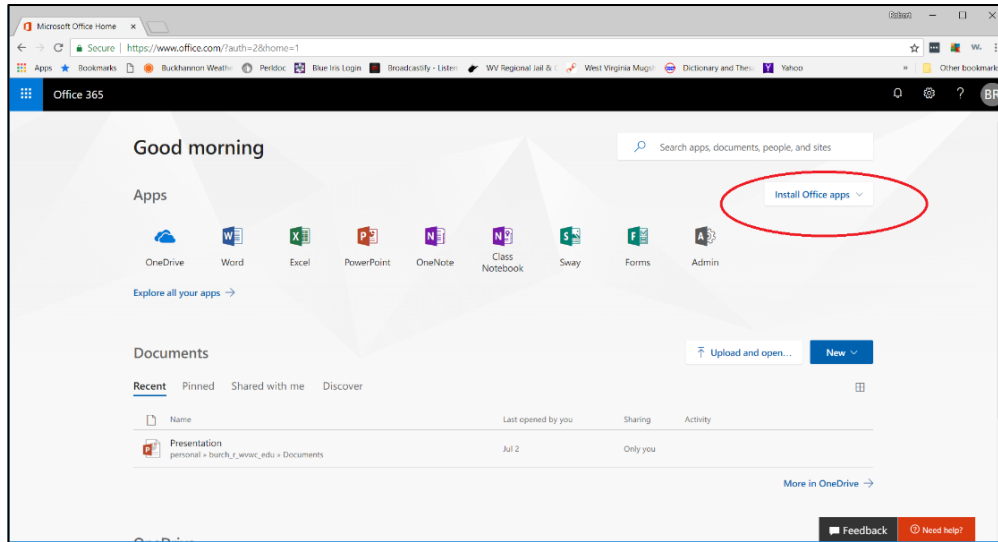


Figure 12

- 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.

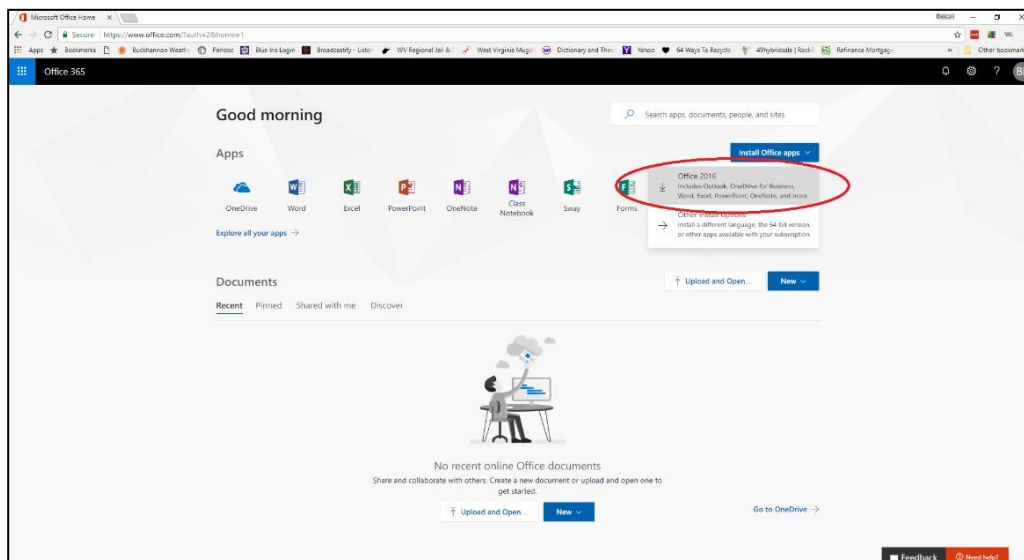


Figure 13

- 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.
- 6) During your initial use of an Office app, or if registering a pre-installed program, you may be prompted to sign in. When doing so, use your full WVWC e-mail address and your campus password. Also, uncheck the box for the option “Allow this organization to manage my device.”

## 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 e-mail account will remain intact for your use indefinitely, but all additional services such as Drive cloud storage will be removed. Accounts are fully 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, 20GB Drive cloud 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.2023**, as your WVWC network account. Your full e-mail address will be [lastname.fm.2023@wvwc.edu](mailto:lastname.fm.2023@wvwc.edu). Your initial password was also set to match your initial WVWC network password.

During your first login, 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.

- 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) In the upper right corner of the page, click your account icon. (It will have the first letter of your first name.) Then click the “Manage your Google Account” button from the drop down menu. (See Figure 14) Click the “Security” link on the left side of the page, and then click the “Password” link in the “How you sign in to Google” section in the body of the page. You will then be prompted to log in to change your e-mail password.

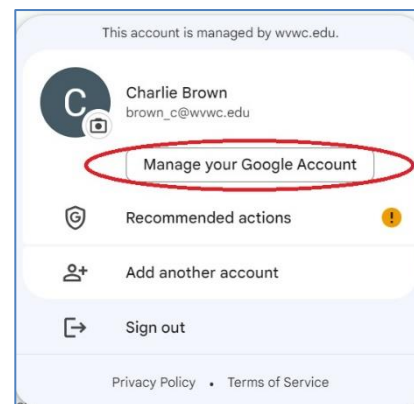


Figure 14

## 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>.

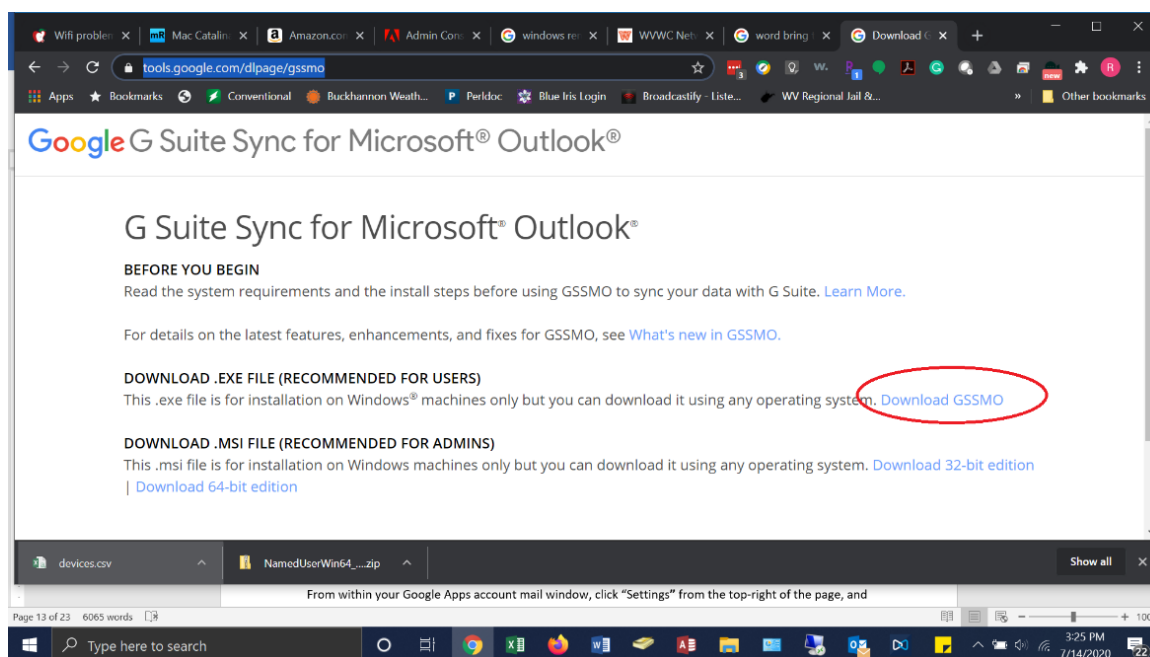


Figure 15

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 All Settings section of your Google/WVWC mail account.

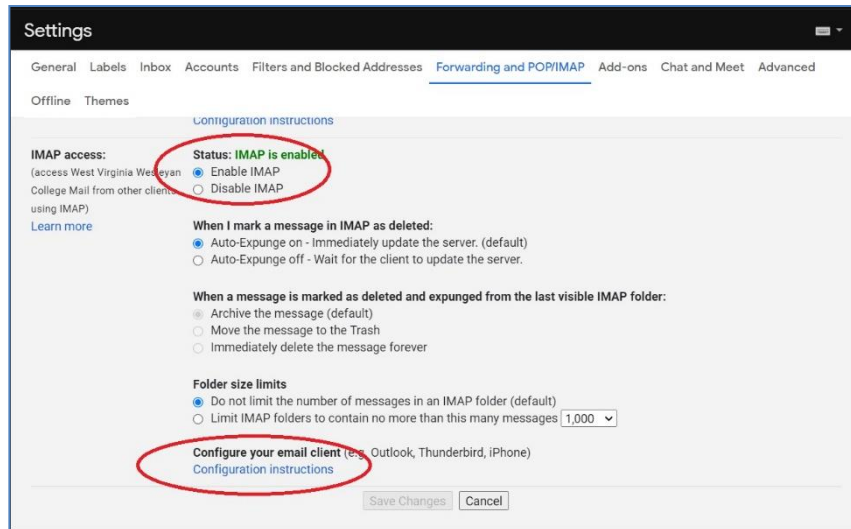


Figure 16

From within your Google Apps account mail window, click the Gear icon at the top-right of the page, and then click the “See all settings” button. 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. (See Figure 16) Remember that anywhere Google’s help files prompt you for “your\_domain.com”, you should enter **wvwc.edu**, and when prompted for “username”, enter your **full e-mail address**.

## Installing Public 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.

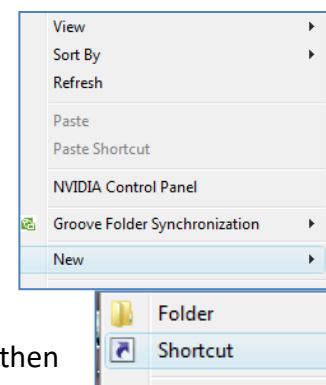


Figure 17

- 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.2023@wwwc.edu** and type your WVWC network password into the password field.

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

- 4) Scroll down the list of printers and find **WVWCPrint**. Double-click the icon for “WVWCPrint” to install the printer.

## 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.2023**, 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 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.

### Installing Zoom desktop client for meetings

You can get the installers from <https://support.zoom.us/hc/en-us/articles/207373866-Zoom-Installers>. We generally recommend the **MSI Installer for Windows** which will install Zoom on your laptop for all users.

## 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>.

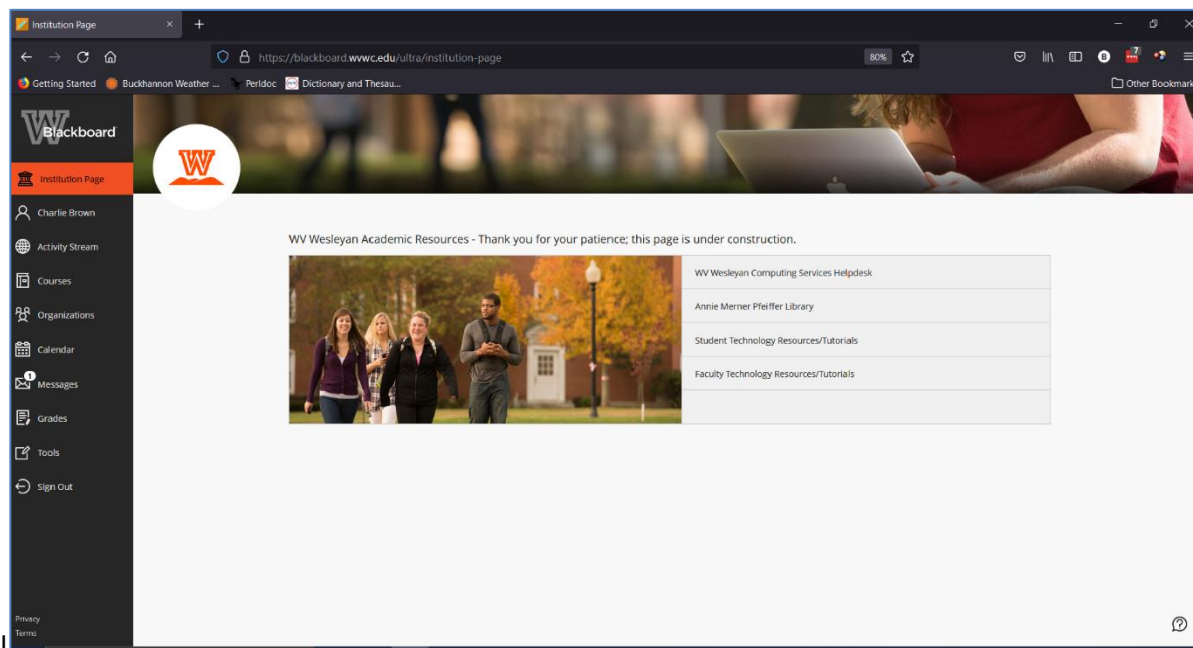


Figure 18

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. If so, it 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 <http://respondus.wvwc.edu>, 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.



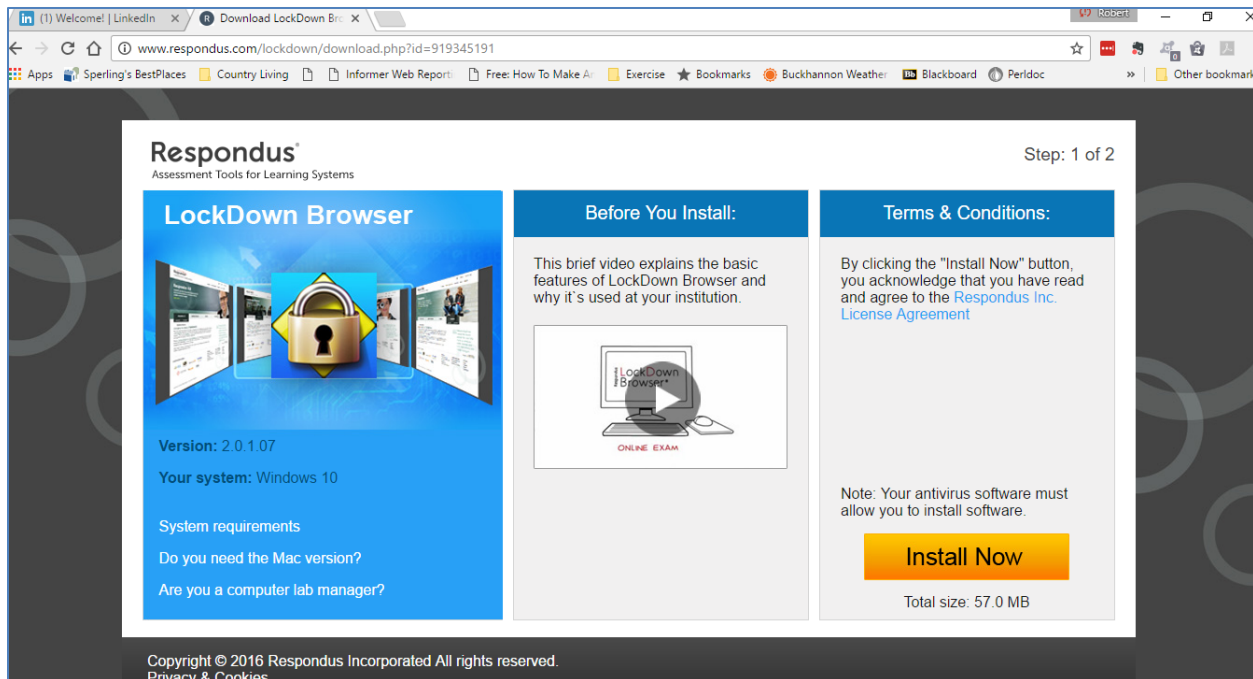


Figure 19

## Accessing the Self-Service Portal

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.

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

## Installing and Using Google Drive for Desktop

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 Drive for Desktop application.

**Note: Student accounts are limited to 20GB cloud storage space, and you must remove (or lose) this data upon leaving WVWC. Some space management tips...**

**If you tend to have very large amounts of data, consider what folders you may choose to backup here, and which ones to backup elsewhere. For example, Music folders are usually already backed up via your music application. Photos and Videos may be backed up to a separate account or service, such as a personal Google account or an Amazon Prime Photos account. Typically, you'll want to focus on Desktop, Documents, and Download folders for your academic work, and you will want to remove any downloads such as software installers after they are used.**

To Install:

- 1) Direct your web browser to <https://www.google.com/drive/download/> . Once on the page, click the "Download Drive for desktop" link.
- 2) Click "Agree and Download" from the security window.
- 3) A program called "GoogleDriveSetup.exe" will be downloaded. When the download is complete, double-click the program to install.
- 4) The initial setup screen has options for including desktop shortcuts. These are optional, so select them if you like. Click the "Install" button. (See Figure 20.)

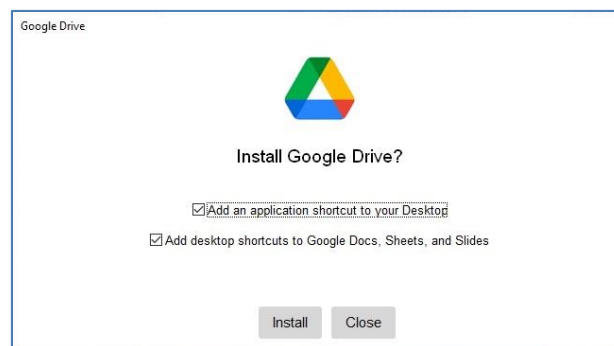


Figure 20

- 5) The installer will prompt you for which account you want to use for Drive for Desktop. Click the "Sign in with browser" button. (See Figure 21) Then select your WVWC account from the list. (See Figure 22) If necessary, enter your WVWC e-mail / Google password to continue.

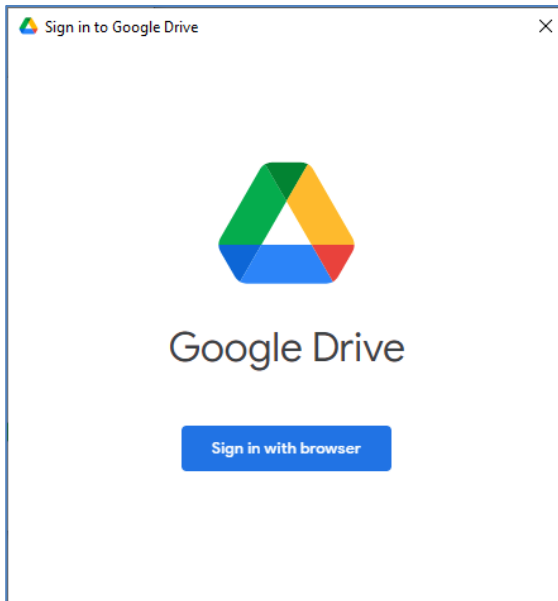


Figure 21

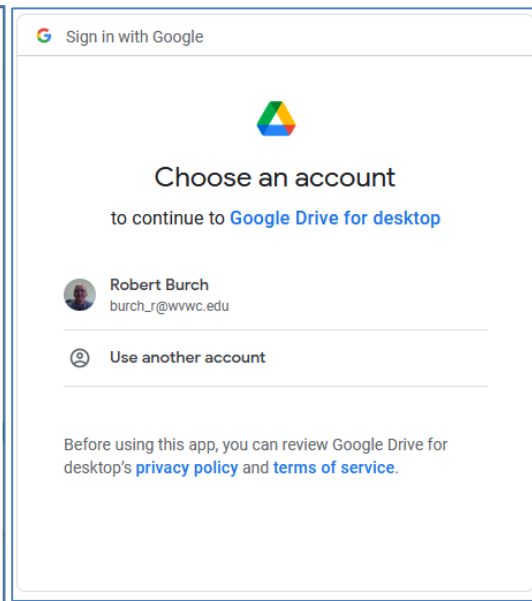


Figure 22

- 6) Return to the installer, and complete installation. Once Drive for Desktop is installed, it should prompt you for the initial setup. (See Figure 23) There are two sections that require configuration, and these are shown in the left side of the screen. First we will work with how Drive backs up the folders on your computer. With "My Computer" selected in the left, click the "Add folder" button.

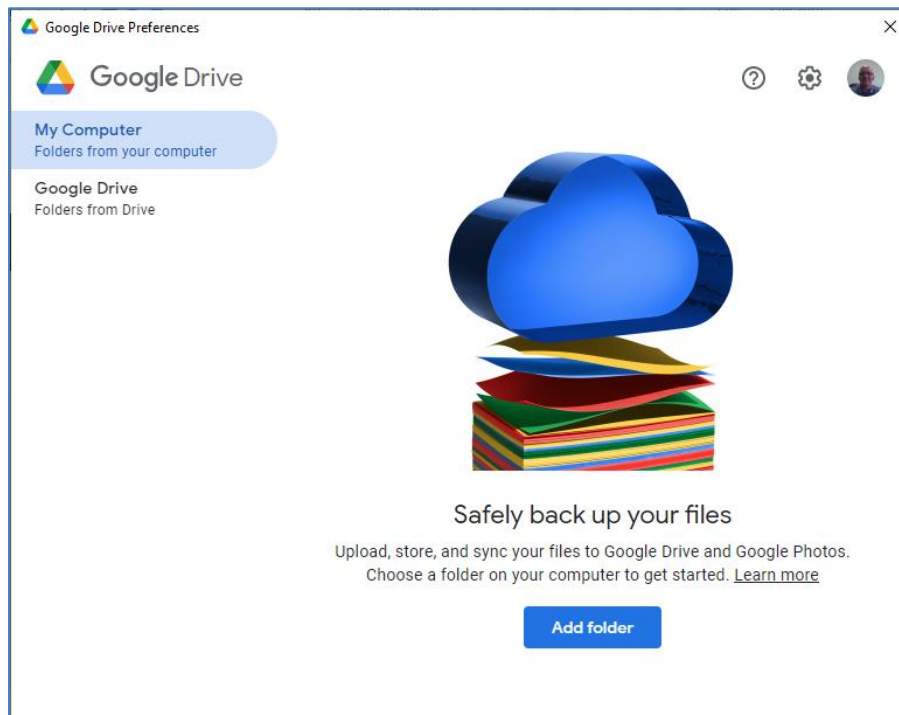


Figure 23

- 7) In this example, select the Desktop folder, and the option to “Sync with Google Drive”, then click the “Done” button (See Figure 24) Repeat these steps until each of the folders you want to backup are accounted for, then click the “Save” button to save this selection. (See Figure 25)

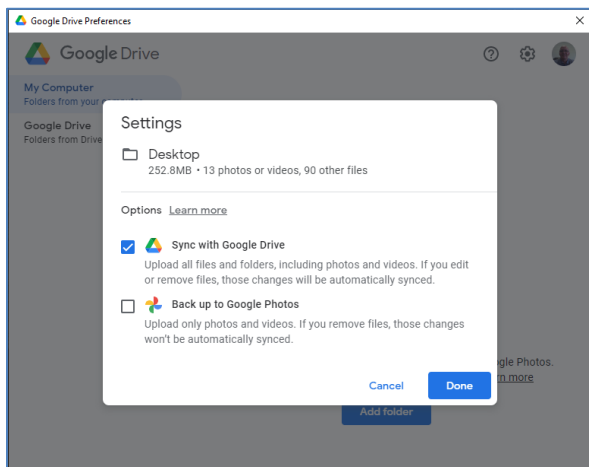


Figure 24

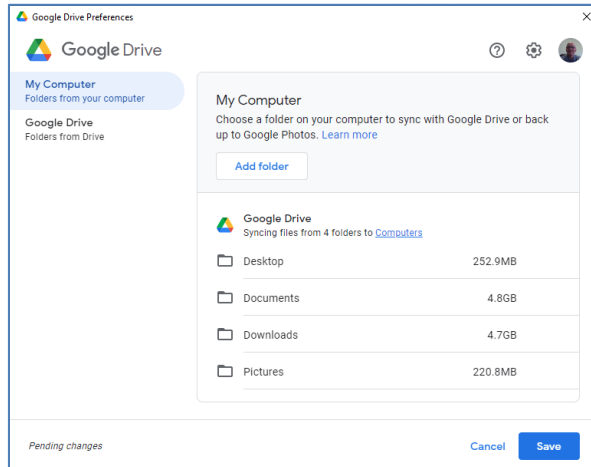


Figure 25

- 8) Now we will configure how Google Drive for Desktop manages your files stored on Drive. If necessary, select the “Google Drive” section on the left side of the screen. There are options to Stream or Mirror those files. In most cases, mirroring is the best option. Click OK to continue. (See Figure 26) On the following screen, select “Mirror files”, then click to “Confirm location”. (See Figure 27)

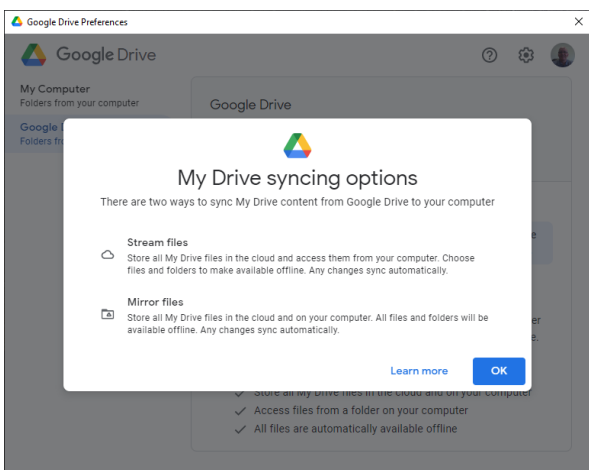


Figure 26

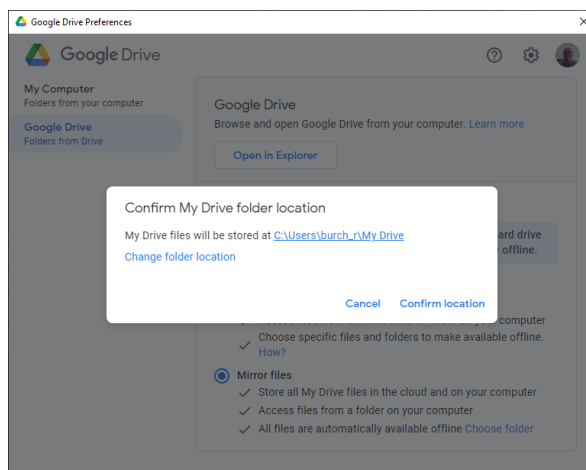


Figure 27

- 9) You will be prompted that you need to restart your computer to finish the configuration. Restart your computer now by clicking the button. That’s it! Your laptop folders are backed up to Google Drive under the “Computers” section, and your Drive files are being synced to your Google Drive folder in your profile.

## 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 to 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 on enterprise networks, 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.

All students, faculty, and staff who have cell phone numbers provided to WVWC are automatically set to receive these messages. You may manage your WVWC Alert account online. To do this, go to the web page for Campus Security at <https://www.wvwc.edu/campus-safety-and-security/> and under the “Campus Safety Tips” section, you will find a link for “Emergency Alert Service.” Log in using your WVWC credentials.



## 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, hub, 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. Additionally, Wi-Fi network is available in all campus buildings.

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. Network registration forms are available on the College Intranet Site <https://intranet.wvwc.edu> in the Computing Services & AV section.