Table of Contents

Section 1: Mission and Organization of Computing at Covenant College

1.1 Mission, Goals and Strategies

Mission
Goals Required to Achieve the Mission
Strategies Required to Achieve the Goals

1.2 Organization

Chief Information Officer
Information Technology Committee
Technology Services
Instructional Technology

Section 2: Acceptable Usage Policies

2.1 Computing Policies

Purpose and Authority
Copyright and Licensing Restrictions
Single CPU Usage Restrictions
Restrictions on the Use of Computing Resources
Prohibited Use
Unethical Use of Software
Use of Email System
  Accounts
  Use of Public Folders
Data Backup
Password Policy
Central and Satellite Lab Usage Policies
Departmental Computing Labs Policy
Supplementary Policies
Policy Violations
Appeals of Punishments/Fines

2.2 Procedures

Authorization and Approval
External Funding

Section 3 – Computer Labs

3.1 Creation and Location

Purpose
Central/Satellite labs
Departmental labs

3.2 Facilities and Availability

Management
Ratios
Access
Faculty and Staff Use of Labs
External Users
Scheduled Lab Closures
Scheduling Responsibility
Section 4 - Equipment

4.1 Supported Hardware and Software
4.2 Acquisition
   College Purchases
   Instructional Technology Purchases
4.3 Reallocation
4.4 Maintenance and Repairs

Section 5 – Support and Training

5.1 Supported Systems
5.2 Assistance Procedures
5.3 Consulting

Section 6 - Research

Responsibilities and Services

Section 7 – Covenant Websites

7.1 Purpose
7.2 Maintenance
7.3 Faculty Pages

Section 8 – Campus Network

8.1 Definitions
   Network Backbone
   Local Area Networks (LANs)
   Wide Area Networks (WANs)
8.2 Management Responsibilities
   Network Backbone
   Local Area Networks
   Wide Area Networks
   Access to the Virtual Private Network
   Wireless Network

Section 9 – Instructional Technology/Audio Visual

9.1 IT Equipment and Usage Guidelines
Additional Uses

9.2 Services Offered

- Recordings
- Media Transfers
- Classroom Presentation Support

Section 10 – Telecommunications

10.1 Voicemail

10.2 Cellular Phones
SECTION 1 MISSION AND ORGANIZATION OF COMPUTING AT COVENANT COLLEGE

1.1 MISSION, GOALS AND STRATEGIES

Mission
As a part of the Statement of Purpose, Covenant College seeks to develop academic inquiry, analytical skills, and communication skills in all Covenant students. Computing technology is a critical tool in this endeavor. Another portion of the Statement of Purpose has a goal of striving responsibly as a community to achieve those ends. This goal is partially achieved through operating and administrative efficiency and effectiveness, which is itself greatly enhanced by proper utilization of computing resources. Covenant College, therefore, seeks to encourage, promote, and support the use of computers in instruction, research, community service, and administration such that all faculty, staff, and students can meet the computer resource, literacy, and proficiency requirements of their respective callings.

For computer users, literacy must mean something more than just general knowledge about computers and their implications. College graduates are rightfully expected to be competent within their disciplines. This competence should include both the knowledge and the skills necessary to utilize and advance this knowledge. The ability to use computers has, in many fields, assumed a strategic role as one of these skills. The best way to aid students in acquiring computer skills is through an emphasis on appropriate applications within their disciplines. In this way, students gain first hand experience in the computer analysis of problems that are of interest to them. Each department shall be encouraged to provide computer education and experiences appropriate to its disciplines.

For these reasons, we have chosen to link the definition of computer literacy to the specific disciplines rather than speaking of it in a generic sense. We define a computer literate student or faculty member as one who has acquired the knowledge and experience necessary to utilize computers intelligently and efficiently within his or her discipline. This implies the ability to make informed decisions regarding the appropriateness of computer utilization for a given task.

Goals Required to Achieve the Mission
1. Information must be where it needs to be, when it needs to be there, in the form the user requires.
2. Instructional technology resources must be reasonably current with regards to technical obsolescence.
3. Administrative computing resources must be reasonably current with regards to functional obsolescence.

Strategies Required to Achieve the Goals
1. Provide coordinated policy formulation and administration of computing resources.
2. Assist faculty and staff members in planning, selecting, and acquiring appropriate hardware and software in appropriate cycles.
3. Provide consulting and training assistance for development of computing skills among the faculty, staff and students.
4. Provide campus networking, computer equipment and software for interdepartmental computing needs such as email, Internet access, and integrated databases.
5. Install publicly accessible computing labs.
6. Assist academic disciplines in reaching their computer literacy and computer proficiency goals.

1.2 ORGANIZATION

In order to accomplish these strategies the College has established the following departments and committees. Authority, delegation, and reporting relationships are listed for each one. Funding required for the various responsibilities below will be requested by the Chief Information Officer of the Vice President of Academic Affairs each fall during budget preparation for the following fiscal year.

Chief Information Officer
The Chief Information Officer (CIO) is the senior policy setting entity for computing issues at Covenant College. The CIO is charged by the President with the following responsibilities. For reporting purposes, the CIO reports to the Vice President of Academic Affairs.
1. Strategic planning for technology at Covenant College.
2. Establishment of computing policies.
3. Standardization of technology where needed to achieve the mission and goals stated above.
4. Determination of data dictionaries for standardized databases where they are needed to achieve the mission and goals stated above.
5. Determination of priorities for the programming and technical support departments.

Information Technology Committee
The Instructional Technology Committee (ITC) consists of three members elected by the faculty, to serve for three year terms in staggered classes. In addition a full-time faculty member of the Information and Computer Science department chosen by that department is a voting member. The Chief Information Officer (CIO) serves ex-officio. The student senate appoints a student to serve on the information technology committee, with full voting privileges.

The duties of the Information Technology Committee are:
1. To develop and recommend to the faculty and administration a philosophy of information technology use that is appropriate to Covenant College (See Exhibit 1 - Philosophy of Information Technology for Covenant College).
2. To recommend, in cooperation with the CIO and the administration, policy in the area of information technology.
3. To recommend to the CIO the allocation of funds for the purchase of appropriate information technology items.
4. To make, in conjunction with the CIO, recommendations to the administrators of the College on information technology needs.
5. To serve as a planning body for developments in information technology.

The Information Technology Committee is directly responsible to the faculty.

Technology Services
Technology Services (TS) is under the direction of the Chief Information Officer (See Exhibit 2 - Technology Services Org Chart). The department is charged by the CIO with the following responsibilities.
1. Administer the campus network operations and maintenance.
2. Provide for computer hardware and software maintenance, including both external maintenance contracts and the self-funded depreciation pool.
3. Provide for the operation of Banner, the integrated database serving as the student information system.
4. Provide for the operation of student computer labs.
5. Provide user support.
6. Provide user training, in coordination with the Human Resources Department for staff and the Dean of Instructional Technology for faculty.
7. Provide all user upgrades to any supported operating system.
8. Provide for all users the standard College software suite (Microsoft Office, internet browser, email and virus detection).
9. Customize and install purchased applications.
10. Provide seamless links among existing and new applications.
11. Advise academic department heads in non-instructional software selection and acquisition. Purchases are the responsibility of the various academic departments.
12. Approve all staff or staff department purchases of computer hardware/software.

**Instructional Technology**

Instructional Technology (IT) is under the direction of the Chief Information Officer (CIO). IT is charged by the VP of Academic Affairs with the following responsibilities.
1. Develop and recommend major policies relating to instructional technology.
2. Develop and implement minor policies and procedures relating to instructional technology.
3. Develop and recommend strategic plans related to academic use of computing resources, including Internet, multimedia and curriculum changes.
4. Select and purchase new computing hardware for faculty and student labs.
5. Select and purchase computing software for faculty and student labs, other than the standard College software suite (Microsoft Office, internet browser, email and virus detection).
6. Approve all faculty or academic department purchases of computer hardware to be used for instructional purposes.

**SECTION 2 ACCEPTABLE USE POLICIES**

**2.1 COMPUTING POLICIES**

**Purpose and Authority**
Covenant College provides computer resources to faculty, staff, and students for uses consonant with its institutional objectives. These resources are College property, and their use is regulated by existing College policy. This document provides examples of the application of College regulations regarding use and abuse of College property and services as they apply to computer resources. It is not intended to serve as a complete statement of all policies and procedures that may apply to the use of computer resources. Other authorities impose restrictions on the use of computer resources as well.

**Copyright and Licensing Restrictions**
TS and IT of Covenant College abide by all applicable Federal and State statutes and regulations pertaining to the use of computer hardware and software including, but not limited to, federal
copyright laws. Unauthorized copying, altering, modifying, merging, transferring, compiling, or reverse engineering of licensed software or other media such as music/movie materials is strictly prohibited. The uses of any electronic resources are further governed by Georgia law and College computer policy. A more complete statement of this policy can be found at http://www.covenant.edu/docs/consumer/HEAO-copyright_infringement-computer_use_and_file_sharing2011.pdf.

Single CPU Usage Restrictions
Many copyright licenses for software contain single CPU usage restrictions. These restrictions must be honored. In some instances the software copyright owner may grant a variance from these restrictions to the College. However, without an explicit written variance, single usage restrictions in the license apply to all users.

Programs and other files are often licensed to a particular site. Programs provided to Covenant College must not be taken away to other computer sites without permission. Similarly, programs and data files from other computer sites may not be used at Covenant College unless such use is explicitly authorized.

Restrictions on the Use of Computing Resources
Computer resources (including computer time) are to be used only with explicit authorization and only for uses consonant with the missions of the College. Any use of computer resources for the pecuniary interest of any individual in the College or party external to the community must be specifically authorized in advance by the appropriate major department heads. These restrictions do not apply to articles or texts produced for publication within a faculty member's discipline. Cooperative ventures between the College and business or educational institutions external to Covenant College must also be approved in advance by the appropriate major department heads.

Prohibited Use
Using Covenant College computer resources for personal monetary gain, such as for personal business or consulting activities for which pay is received, is strictly prohibited.

Unethical Use of Software
Honesty and integrity are fundamental ethical principles that should guide the use of computer resources. It is unethical to access, alter, or represent as one's own the contents of another's files or to receive unauthorized assistance in developing a program. Displaying, copying or altering someone else's file without his or her permission, even if the file is not fully protected, is prohibited. All users of commercial software or of "shareware" are expected to respect the rights of the author(s) and abide by the restrictions contained in the software licenses or documentation. In particular, copying, altering, modifying, merging, transferring, compiling, or reverse engineering of copyrighted software, except as specified in licensing agreements or when given written permission by the copyright owner, is strictly prohibited.

Use of Email System Accounts
1. The Covenant College electronic mail system (email) is College property and is to be used only for approved purposes.
2. All accepted and registered students, faculty and staff will be issued an email account.
3. Email is to be used only for non-commercial purposes.
4. Email messages are not protected by privacy legislation and should be considered College property. Email should not be used for sensitive information.
5. Users may not produce or distribute offensive graphics, messages, or text. This includes, but is not limited to, pornographic materials and ethnic, racial, or religious slurs.
6. The College reserves the right to monitor the email systems for purposes of administration and message forwarding. In the event inappropriate behavior is observed during such monitoring, the College also reserves the right to address such behavior. Designated individuals within Technology Services are afforded "authorized access" as agents of the College.
7. Email storage limits for faculty, staff and students will be established by the CIO.

**Use of Public Folders**
Use of the public folders provided in Covenant’s email system is strongly encouraged. The All Campus Announcements Bulletin Board will be accessible to all users (faculty, staff and students). The Faculty and Staff Bulletin Boards will be accessible only to faculty and staff. In addition to these three basic boards, other special interest or class related public folders will be established on an as needed basis. Anyone wishing to create a new public folder should contact Technology Services.

The following courtesies are expected in the use of public folders.
1. If a message is for all of the Covenant community (students, faculty and staff) it should be posted to the Campus Bulletin Board - Announcements.
2. If a message is for faculty only it should be posted on the Faculty Bulletin Board - Announcements.
3. If a message is for staff only it should be posted on the Staff Bulletin Board - Announcements.
4. A post should always contain a subject line.

**Data Backup**
No computer is immune from data loss. To ensure that the data on campus is protected a disaster recovery plan has been implemented. A backup is performed on all campus servers at least once a week with an eight week rotation cycle. Backup tapes are stored off site in a safety deposit box at a local bank.

While backups are performed on all campus servers, the user data on desktop computers is still at risk.

Students are strongly encouraged to perform backups of all personal files on a regular basis through one of several available methods

Technology Services will provide consulting services to help with the application of this policy.

**Password Policy**
Most College computers used by faculty and staff contain, or have access to, confidential information. These users are governed by the Compliance Statement for Access to Covenant College’s Network (Exhibit 3 Compliance Statement for Access to Covenant College’s Network). Generally only the owner will have access to a file unless the file is intentionally included in a
general access computer directory/share. All users are responsible for safeguarding their own sensitive files.

All College databases with password protection should be used to the extent possible and passwords changed regularly. When computers are routinely left unattended in public offices, screen saver passwords and startup passwords should also be used. The following password policy will be enforced on network accounts.

1. The forced change of account passwords after 248 days
2. A 9 character minimum length
3. Inclusion of at least three of the following: uppercase letters, lowercase letters, numbers, or punctuation
4. Restriction against the password containing any three contiguous letters of your name
5. A 5 passwords history list
6. A 30 minute timeout with a recommendation of a screensaver password

Central and Satellite Lab Usage Policies
The general computer usage policies apply to all usage of the student labs (Exhibit 4 - Student Acceptable Use Policy and The Standards of Conduct and Cyberspace http://www.covenant.edu/pdf/student/studev_student_handbook.pdf). Various software packages are made available to students in the labs (Exhibit 5 – Supported Software in Labs). The following policies, procedures and rules are specific implementations of the computer usage policies and apply to all users of the central or satellite labs at all times. Additional rules or policies applying to specific equipment are listed in subsequent sections. All users of the computing labs are responsible for knowing and abiding by these policies and procedures.

The TS staff has the right to monitor use of the computers and take whatever steps are necessary to assure the legitimate use of resources. Designated individuals within Technology Services are afforded "authorized access" as agents of the College. Users may not produce or distribute offensive graphics, messages, or text. This includes, but is not limited to, pornographic materials and ethnic, racial, or religious slurs.

The following courtesies are expected in the labs.
1. Eating or drinking is prohibited in all computer labs at all times.
2. The computer labs are shared resources. All users should avoid making unnecessary distractions or interrupting other users.
3. Students may not seek assistance from computer staff for aspects of assignments intended to be completed by the student.
4. All students are expected to provide their own CDs or USB drives for storing their files. Students should maintain some form of backup.
5. All users are responsible for disposing of their unwanted printouts and other trash. Such materials are to be placed neatly in the proper receptacle.
6. Special policies for computer use during busy periods will be posted in the computer labs.

Departmental Computing Labs Policy
When an academic department has computing needs that cannot be met by the central computing labs the individual departments may request approval of the Vice President of Academic Affairs for the establishment of a departmental lab. Policy statements for
departmental labs will be reviewed by the CIO to ensure that they comply with College wide computing policies.

**Supplementary Policies**
Departments and individual faculty members may supplement College regulations regarding use of computer resources for instructional purposes when approved by the CIO. The director, department chair, or faculty member who initiates such regulations will advise affected users.

**Policy Violations**
Persons violating the computing policies of Covenant College may be ejected from the lab and their privilege to access to the lab may be revoked. Severe and/or repeated offenses are subject to more stringent penalties as provided by College regulations.

**Appeals of Punishments/Fines**
Punishments/fines imposed for the violation of the student acceptable use policy can be appealed first to the Chief Information Officer then finally to the Vice President of Academic Affairs. All appeals must be in writing and received in email within ten (10) business days of the punishments or fines being given.

### 2.2 PROCEDURES

**Authorization and Approval**
Each application for use of computer resources must be approved by both the department head or chairperson and the appropriate level of authorization for computer requests within the administrative unit of the application. Each application for computer resources to support the pecuniary interest of a College employee or a cooperative venture between the College and other external parties must be approved by the appropriate major department head.

**External Funding**
If external funding is sought for an activity that will utilize computer resources, the appropriate computing office(s) will be included in the internal approval chain. Directors of projects proposing instructional activities, research, or service activities for faculty or other personnel within the College should consult with Technology Services and the Vice President for Academic Affairs.

### SECTION 3 COMPUTER LABS

#### 3.1 CREATION AND LOCATION

**Purpose**
Computers can play several important roles in the instructional process. The College has taken the position of encouraging instructional use of computers. Concomitant to this position is a commitment to provide access to computing resources for students and faculty.

**Central/Satellite Labs**
The College has several centrally located, centrally managed labs which are open to all students (Exhibit 5 - Supported Software in Labs and Exhibit 6 Descriptions of Computer Labs).
Satellite labs (aka Dorm Cluster labs) are facilities under the direct control of Student Development and Technology Services, located away from the central labs. These labs are open to all faculty, staff, and students. Satellite labs are justified to provide more convenient access to computing resources, either in terms of hours of operation or physical location. Each residence hall will have a minimum of one satellite lab.

**Departmental labs**
Departmental labs are purchased and managed by individual departments or groups of departments, who may choose to restrict access to them. Departmental labs are justified when the particular applications needed by a department cannot be appropriately fulfilled by the central labs (e.g., when specialized equipment is to be interfaced with the computers or when special control is required over the conditions of use).

Purchases for departmental labs, even with non-College funds, are subject to the normal policies and procedures for acquiring computing equipment. To the extent that the resources in departmental labs are College property, they remain subject to the policies and procedures outlined in this manual and administered by TS and IT, with the exception of those items referring specifically to access to central computing labs and facilities. The department establishing a lab may, subject to review by the CIO, establish additional policies and procedures applicable to that lab.

### 3.2 FACILITIES AND AVAILABILITY

**Management**
Technology Services is responsible for all central and satellite computer labs. In order to ensure appropriate utilization of computer facilities for students, the central and satellite labs will be made available to all Covenant College students. These labs will be open as much as practical during hours of student demand providing appropriate and sufficient hardware/software in an atmosphere conducive to scholarly work.

**Ratios**
To this end, a minimum ratio of 1 computer station per 12 students shall be maintained in central labs. Below that ratio, contention for computer stations impedes the ability of instructors to freely make assignments requiring computer use. The labs are open to all students, faculty, and staff with the following priorities (from highest to lowest):
1. Specific class assignments
2. Faculty research
3. Personal computing done to improve computer literacy
4. All other uses

**Access**
Access to the computer labs is made available to all currently registered students. No approval is required, but Scotscards may be checked to ensure eligibility. Some equipment may have restricted access. Since College computing resources are limited, it may be necessary to limit access to those resources. In cases where it is necessary to limit access, the priorities specified above will be followed.
Students implicitly agree to adhere to the acceptable use policy each time they log on to a machine in a computer lab or connect their machine to the College’s wireless network. Students are allowed to use the labs as governed by this document and the guidelines set forth in the Student Handbook.

**Faculty and Staff Use of Labs**
Faculty and staff may use the labs on a walk-in basis but may be requested to show their Scotscard for verification of their status.

**External Users**
Due to limited facilities and equipment, persons who are not currently enrolled students or employees of the College are not generally granted access to the computing labs. Exceptions may be granted by the CIO on a case-by-case basis.

**Scheduled Lab Closures**
Each academic year lab closures will be posted on the Technology Services website. These closures will follow the campus calendar for official school holidays.

**Scheduling Responsibility**
The Office of Records is responsible for scheduling classroom use of the central and satellite instructional labs on a per semester basis. A facilities use request form (FURF) should be submitted for special or one time use of the labs by faculty members.

**Procedures Pertaining to Class Lab Use**
1. Labs may be reserved on a first come, first served basis by submitting a FURF. This is required in order to make necessary preparations and avoid conflicts. Regularly scheduled class use will be given priority.
2. Hours for labs are regularly published in College publications. Changes will be posted with adequate notice.
3. During times that a lab is reserved for instructional use no drop-in use of computers will be permitted unless specifically allowed by the instructor.
4. Instructors may schedule in advance with TS to open the lab during "closed" hours, provided the instructor will be present and responsible for tech support duties.

**3.3 ASSISTANCE FOR STUDENTS**

**Responsibilities of Faculty**
It is the responsibility of faculty requiring that their students use the computing labs to ensure that the students receive adequate training in using the equipment and software to enable them to carry out their assignments. Students having problems or questions relating to class assignments should seek out their instructor or their instructor’s assistants. Specifically, a faculty member has the following responsibilities:
1. Faculty members should ensure that their students are aware of all applicable policies, rules, and procedures.
2. Faculty members are expected to consult with students, and are encouraged to schedule office hours on a regular basis.
3. Faculty members may schedule TS staff to give presentations on lab policies, equipment, and software, either in class or at some other convenient time as staffing levels permit.
Responsibilities of Technology Services Support Assistants
Technology Services maintains a staff of work study students as Technology Services Support Assistants to perform such duties as are necessary for operation of the labs. The following list includes some specific responsibilities of the Technology Services Support Assistants and some specific activities they are not authorized to do:

1. Technology Services Support Assistants will be supervised and coordinated by TS.
2. Technology Services Support Assistants will
   a. Provide security
   b. Have authority to eject users for violation of policies
   c. Instruct users in proper operation of equipment (basics only)
   d. Ensure that printers are supplied with toner/paper
   e. Provide simple troubleshooting of equipment and report equipment needing repair to TS
   f. Have authority to request that a user provide proof of their status as a Covenant College student, faculty or staff member
3. Technology Services Support Assistants will not help students with aspects of assignments intended to be completed by the students, nor will they perform the duties of the instructors.

3.4 INSTRUCTIONAL SOFTWARE
TS will provide instructional software to enhance specific courses at the request of the teaching faculty member. Faculty members desiring to use such technology should follow the procedures outlined in the section on instructional software acquisition (section 4.2).

3.5 INSTRUCTIONAL TECHNOLOGY INVOLVEMENT IN THE CURRICULUM PROCESS

Purpose
According to Patricia Hollander's Computers in Education: Legal Liabilities and Ethical Issues Concerning Their Use and Misuse, "where training or access is promised it must be delivered...a college catalogue... states that certain courses will include hands-on experience using specific equipment, for instance a computer, there is a contractual obligation to provide such experience. A court ordered the refund of tuition in a case in which a catalogue promised hands-on experience with specific welding equipment, but the equipment was not provided. ...In addition to the contractual obligation described, there also may be an ethical consideration as well. An educational institution may take the position that equity demands that it do its utmost to see that training and access to computers is made available to various of its constituencies... At colleges, computer literacy should be accessible not only to its computer science and engineering majors, but to liberal arts majors and others who may be less likely to see, immediately, the importance of computer literacy." (pp. 67-68)

Responsibilities
Covenant is responsible for providing computer resources for all courses that include use of computers in their course descriptions. To ensure consideration of the availability of such resources for new or changed courses, the CIO is included in the curriculum process as an informational signatory. The CIO does not approve or disapprove proposed courses, but does
alert the Vice President of Academic Affairs, should existing resources not be available to support a proposed course or course change.

3.6 DEPARTMENTAL COMPUTING LABS

Individual departments are charged with the responsibility for policies and procedures for their departmental labs, within College guidelines. Policy statements for departmental labs will be reviewed by the CIO to ensure that they comply with College wide computing policies.

SECTION 4 EQUIPMENT

4.1 SUPPORTED HARDWARE AND SOFTWARE

Technology Services maintains an online list which describes supported hardware and software. TS will provide support for only one machine per faculty or staff member. Items not included in the list describing supported hardware and software will not be approved for purchase unless the necessity for the exception is clearly justified, expertise to use the item(s) is clearly in place, and independent means to support and maintain it has been established by the requestor(s). Although items not on the approved list of software will normally be approved for purchase when justified, TS may not be able to provide support for such items.

TS will provide assistance in the selection, purchase, installation, configuration, and networking of academic software.

4.2 ACQUISITION

The CIO has established general criteria for the distribution of computers for faculty, staff, and lab use. This criteria was established to implement computer literacy as defined in this policy. The goal is for every faculty/staff/student to have convenient access to an appropriate computer system.

College Purchases
Each year a portion of the money from the capital depreciation budget will be set aside for technology replacement. Criteria for the replacement of client machines will be as follows:

Faculty
Rotation of faculty machines will be based on the computing power of the machine in relation to the applications it must run for the particular discipline. Thus, some academic departments may be on a rotation schedule that is more frequent than others. Computing power as used here will be determined by a combination of memory, CPU speed, and hard drive rotation and seek rate. Faculty members will be given the choice of a desktop or laptop machine. Funding for the equipment will come from the capital depreciation budget. Requests for other specialized equipment should be submitted to the CIO by March 1 for consideration in the budget for the following fiscal year.
Staff
Rotation of staff machines will be based on computing power needed for the primary office application. Thus, some offices may be on a rotation schedule that is more frequent than others. Staff members will normally receive a desktop machine unless a laptop is required for their job and approved by their department head.

College purchases of computer equipment will follow the normal purchasing procedures of the Accounting department. All purchases of computer/technology related equipment for individual or classroom use must be approved by the CIO. Any equipment bought without approval of the CIO may not be supported by TS.

**Instructional Technology Purchases**
The CIO will assist faculty in obtaining software for classroom use. All requests for installation of software in the labs must be given to the CIO or Network Administrator by the textbook adoption date prior to each semester. The testing and installation of the software will not be guaranteed within the semester requested unless the software is requested by this date.

The purchase of instructional software for use in core classes or by multiple disciplines will be purchased by TS as funding permits. The purchase of software used for instruction only by a certain department or in a certain class will be the responsibility of the requesting academic department or faculty member.

The faculty member who places software in the labs is responsible to work with the CIO or Network Administrator in obtaining any necessary software licensing.

TS will ensure that academic software will be available to students designated by the faculty member and will notify the faculty member if the students report problems with the software.

**4.3 REALLOCATION**

Computing equipment purchased by the College, either centrally by Technology Services or by an individual department, and later judged to be unneeded will be reallocated to another department by the CIO.

**4.4 MAINTENANCE AND REPAIRS**

Repair and maintenance of most College owned client technology is provided by TS. Mission critical servers and networking equipment will be placed under service contracts.

**SECTION 5 SUPPORT AND TRAINING**

**5.1 SUPPORTED SYSTEMS**

It is a practical impossibility for the TS department to support the vast array of computer hardware and software available. TS will develop and maintain a list of hardware and software that it will support and will publish this annually (Exhibit 5 – Supported Software).
Most new computers purchased will be compatible with the Windows platform. Macintosh computers will be purchased for academic areas where it is proven that such equipment is needed for their discipline.

Technology Services will support only Covenant College owned machines. Personal machines of faculty/staff can be placed on the wireless network but will not be placed on the wired campus network.

Neither Technology Services nor faculty/staff will install personally owned hardware or software on campus machines. Such personal hardware/software found during service calls on these machines will be removed and may not be reinstalled by the user.

5.2 ASSISTANCE PROCEDURES

The Technology Services Support Center will be staffed throughout the school year with work study students assigned to the department. Requests are handled in the order in which they are received by the team. Requests made directly to a technician may delay the completion of your request. Greetings on the Technology Services Support Center extension will change to reflect any campus wide problems (e.g. Internet access down, experiencing difficulty with outgoing local calls, etc.). If there is a campus wide problem, the greeting will be updated throughout the day to reflect the status of the problem.

Requests may be submitted via:
Web: http://techsupport.covenant.edu
Please use this method for requesting service whenever possible as it will automatically put your request in our support queue and assign it to the proper technician according to the type of service requested.
Email: techsupport@covenant.edu
Phone: 706-419-1219

5.3 CONSULTING

The CIO and Network Administrator will offer individual consulting for faculty in the use and application of supported hardware and software for instruction, research and community service. The goal of these consulting efforts will be to increase the computer proficiency and independence of the users rather than to perform functions for them.

SECTION 6 RESEARCH

RESPONSIBILITIES AND SERVICES

Scholarly activities of faculty, within the mission of the College, are supported by Instructional Technology as resources permit. The College will provide funds for other facilities available through the Internet. Funding limits for these accounts will be set by the Vice President of Academic Affairs, based on available funds, and will be announced annually. Support of dissertation work by faculty for retention or promotion is not a priority.
SECTION 7 COVENANT WEBSITES

7.1 PURPOSE

The official College web site (http://www.covenant.edu) is to be used primarily as a means of marketing the College to our many external constituencies.

Various intranet sites are available to enable services to internal constituencies. Links to these sites will be maintained on http://scots.covenant.edu.

7.2 MAINTENANCE

The Office of College Communications is responsible for determining and maintaining the look and feel of the official College web site. Day to day maintenance of the web site is also the responsibility of the Office of College Communications. All information to be put on the site must be provided digitally, including the academic bulletin.

Technology Services is responsible for creating and maintaining intranet sites.

7.3 FACULTY PAGES

Faculty pages for external use will not normally be included in the Covenant site at this time. Biographical info and email addresses with a hot button will be included. Course pages may be established by faculty members upon request.

The Vice President of Academic Affairs may grant exceptions to this policy to individual faculty members for course related use. Support for these course related web pages will be the responsibility of the authoring faculty member.

SECTION 8 CAMPUS NETWORK

8.1 DEFINITIONS

Network Backbone
Network backbone refers to the fiber optics and associated building transceivers and riser cables, bridges, repeaters, hubs, and wall jacks, but excluding any devices or LANs that may be connected to it.

Local Area Networks (LANs)
LAN refers to any internal network among microcomputers or between computers and peripherals. LANs may be totally independent or may be connected to the network backbone.

Wide Area Networks (WANs)
WAN refers to any network among computers or between computers and peripherals that connects users between gateways. WANs are connected to the network backbone.
8.2 MANAGEMENT RESPONSIBILITIES

Network Backbone
Operation and maintenance of the campus network backbone is the responsibility of TS. This management includes provision and supervision of access assignment and maintenance of network passwords or other network access control mechanisms, and supervision of any maintenance personnel or contracts. Although the network backbone is assigned to TS for management purposes, it is a campus resource, and must be available to all College students, faculty, and staff on an equitable basis.

Local Area Networks
Responsibility for management of LANs falls to TS. TS will oversee the design, configuration, installation and establishment of management plans for LANs and will provide hardware and software support for LANs. Departments proposing the introduction of a new LAN to the campus must coordinate this with the Network Administrator and the CIO.

Wide Area Networks
Responsibility for management of WANs falls to TS. TS will oversee the design, configuration, installation, and establishment of management plans for WANs and will provide hardware and software support for WANs.

Access to the Virtual Private Network
Technology Services will support Virtual Private Network (VPN) access for faculty/staff that is clearly used for college-related business. VPN allows remote users to connect to the Covenant network as though they were physically connected to a network port on campus. VPN is only available off campus and will not work from Covenant College’s wireless network. VPN will allow mapping of shared drives directly (including your H drive) as well as access to your Personal Folders, which are stored on the H drive. Banner Client can also be used, provided that the computer has the appropriate plugins installed.

Wireless Network
Covenant College maintains a wireless network throughout campus. The wireless network consists of access points that are connected to the "wired" network and provide wireless network connectivity for personal equipment. The radio waves are transmitted at 2.4GHz and 5.0 GHz, which allow the computers (laptops, PDAs, etc.) to connect to the network. Covenant is currently using Ruckus Wireless architecture based on the 802.11g/n wireless standard.

Only TS staff is allowed to install access points. The Apple AirPort Station for example, is not permitted on campus. This ban includes any wireless equipped Macintosh configured to act as an access station. The adapter is permitted, but the access point or any wireless device acting as an access point is not permitted. Also, the use of ad-hoc wireless networking is not permitted on campus, as these will interfere with the network.

Due to the complex nature of wireless technologies, TS needs help from all members of the campus community in minimizing the potential interference from 2.4GHZ cordless phones and other devices that use the 2.4GHz frequency band. TS will not actively scan the airspace for potential interfering devices but reserves the right to restrict the use of all 2.4 GHz radio devices in all buildings and all outdoor spaces on the Covenant College campus.
SECTION 9 Instructional Technology Audio/Visual

9.1 IT EQUIPMENT AND USAGE GUIDELINES

Classroom Use
All classroom equipment, portable AV equipment and fixed technology in classrooms, is
designated for use by faculty during their stated class periods or by faculty, staff or other parties
who have reserved the room through the Auxiliary Services office and have requested the use of
AV. The equipment is not to be used by students unless: 1) they are under the direct supervision
of a faculty member during a reserved class time, or 2) they have received permission from the
Auxiliary Services office and from the AV department to use the equipment.

Additional Uses
All AV equipment is to be used only by trained AV personnel. This includes all of the sound and
lighting equipment in the Chapel, Sanderson 215, and the Great Hall, as well as all the
equipment stored in the AV closets. For every event taking place where the equipment in these
rooms or additional equipment is needed, an employee from AV Services will be present to set-
up and control the equipment. Under no circumstance will someone who is untrained be
allowed to use any AV equipment without direct supervision of AV Services personnel. No
equipment is to be used without direct consent from a full-time AV employee, and all requests
must be placed through the FURF system. This process enables us to offer the best overall
service, and is designed so that all requests can be given the same level of consideration. For
larger events, please give a minimum one week notice; for smaller events, a minimum of 48
hours of notice is needed.

9.2 SERVICES OFFERED

Recordings
Chapel Lectures and Sermons
Lectures and sermons are recorded. may be obtained through iTunesU pending
approval from speaker and Covenant College. AV Services is not responsible for
duplicating lectures or sermons. Copies

Covenant Arts
Audio and/or video recordings will be made of performances. AV Services may make
one copy for the artist or group at their discretion. One copy must be produced for the
head of the music department for archiving purposes.

Departmental Concerts/Recitals
Audio and/or video recordings may be made of performances. AV Services may make
one copy for the performer(s) involved for archiving purposes. AV Services will not
make copies for family members. One copy may be produced for music faculty
(educational) use.
Music Festivals (Culture Fest, Mountain Affair, Bakertree, etc.)
No audio or video recordings of these events will normally be made. Any audio/video made will be given to the Library for archiving purposes. No copies will be made nor CDs/DVDs distributed.

Musicals and Plays
Video may be requested by the presenting department of Theater or Music for archival purposes. All copyright issues are to be handled by the performing artist or department and copyright permission must be granted before copies of performances will be made available.

Mass Duplication
Should an office or department request that multiple official copies be made of a lecture or sermon, approval will be given by AV Services and the CIO on a case by case basis.

Media Transfers
This service is provided to faculty and staff who have data on one media but require it to be transferred to a different media for use in class or other official use. Media transfers will not be performed on copyrighted material unless it is for a faculty member for use during a class and the purchase of the needed content on the desired media is not available.

Classroom Presentation Support
For faculty, staff, or students who need to make a presentation in a classroom on campus and require equipment that is not available in the room, portable equipment may be available to help facilitate the presentation. This equipment is available by request via the FURF system on a first come first served basis. All requests must be made at least one business day in advance of when it will be needed in order to schedule someone to set up the equipment on time.

SECTION 10 TELECOMMUNICATIONS

10.1 VOICEMAIL
Technology Services maintains a voicemail system for faculty and staff that is connected to email. Employees are encouraged to check voicemail regularly and to record personalized greetings informing callers when they are out of the office for a period of time. Voicemail should not be the primary means of answering the phone.

10.2 CELLULAR PHONES
Reimbursement for cellular equipment and PDA’s will be granted to employees on a position basis. Guidelines and procedures for obtaining the employee stipend are within the Staff Manual published by the Human Resources department.
Exhibit 1 - Philosophy of Information Technology for Covenant College

This document is to serve as a provisional document for the purposes of specifying the working philosophy of information technology at Covenant College, until the College’s document of Educational Philosophy is written and approved. At such time, this document is to be revisited in the light of the latter.

By consideration of theory and perspectives (i.e., philosophy) this document aims to clarify the college’s intent for information technology (IT) and to establish our priorities in decision making and practice. We also seek to anticipate IT issues and the grounds of their resolution and to guide the future development and use of IT at Covenant.

I. What need exists for this statement?

Given the demand to be good stewards of God’s gifts and resources, we observe that:

A. Information technology remains a highly volatile industry and the best use of it requires steady attention to its developments;
B. Maintaining adequate IT resources and training in their use is costly. With college funds being limited we expect to have to make difficult choices;
C. Involvement in IT implies legal and social liabilities, moral challenges, and occasions for sin among its users, therefore we must remain diligent in all our pursuits.

II. What IT use should accomplish at Covenant College

A. Our use of IT at Covenant College should assist us to “live by the Spirit and ... not gratify the desires of the sinful nature” (Galatians 5:16)
B. IT resources should be used to encourage faithful Biblical stewardship.
C. IT should be used as a tool in equipping students for their future calling.
D. IT should be used to enhance the academic community.

III. Broad framework

The Purpose Statement of Covenant College guides our Philosophy of Information Technology and Use. It sets the overarching view of what Covenant is about, as well as how we view the world, our task, and our students.

Covenant College is a Christ-centered institution of higher education emphasizing liberal arts. Our intentional focus declares “In all things...Christ preeminent.” Christ is preeminent as creator, redeemer, touchstone of all truth, and sovereign ruler over all things. We in His service seek to appropriate and apply the mind of Christ as the biblical perspective from which we characterize and respond to reality. For the sake of Christ we are committed to excellence in academic inquiry and seek to define and govern all areas of the college’s structure and program, including all technology, according to this purpose and perspective.

We take it by this statement that technology, its development, potentials, and all applications are to be judged and engaged under God’s sovereign purpose and guided by His ways. Technology has a vital, supporting role in higher education, as well as functioning as the object of study in its own right, and this is consistent with our liberal arts emphasis. As we seek to be responsible stewards of both cutting edge and older technologies as they are applied to learning in our setting, we understand that IT is a means to fulfilling our educational calling and not itself an end. The end we seek at Covenant College is the service and glory of Christ; technology represents only one set of means among many others.
In addition, our setting as a Christ-centered institution of higher education emphasizing the liberal arts has certain ramifications for the use of IT. First, Covenant College is a diverse body of many departments, each with its own internal academic identity and culture. Each department must consider its use of IT in light of the its involvement in a wider culture, not typically defined internally to the college, if the department is to properly engage in induction of our students into the scope of the departmental discipline. Thus understandably, each department will potentially have different requirements and practices in the use of IT. Second, Covenant College exists as only one institution in the world of institutions at large, and as such must adopt practices that afford us the greatest measure of information exchange within the institution and with the world at large. Third, Covenant College seeks to be Christ-centered, which implies that in this fast changing world, we should be aware that there is great potential for benefit as well as abuse of IT, and that our practices should include thoughtful reflection on the effects of IT in all its aspects as well as employment of its benefits. Finally, Covenant College is an educational institution, which suggests that the college should encourage a continuing attitude of education across the board toward IT in such a way that best supports a growth of understanding concerning the issues reflected in the above three statements.

IV. Implications of this theoretical perspective for our use of IT

A. In our setting, educational, academic priorities take precedence over technological feasibilities, constraints, and developments. High-tech solutions are not always better suited for the educational task. In some cases, low-tech or no-tech solutions may serve our task better.
B. Information is not equivalent to knowledge; rather, information must be screened, organized, prioritized, and evaluated before it can properly contribute to knowledge. The technologies that serve the college with information must likewise be chosen and used in relation to real knowledge goals.
C. Proficiency with IT is a necessary but not sufficient demonstration of educational accomplishment in our setting.

V. Guiding principles and priorities

A. IT use has five primary academic settings at Covenant College: the classrooms, computer labs, faculty studies, departmental areas (e.g. kepler in ICS, language and science labs, departmental computers) and the library. These are equally vital and are not to be prioritized. A sixth area, the student network in the dormitories, may become increasingly important in this regard and should be revisited as issues arise.
B. Right stewardship of IT resources is consistent with experimentation with software and platforms. It is natural that a period of sampling and trial precede investment in major programs and platforms.
C. The use of open standards (i.e. published standards that anyone can in principle implement) is to be preferred over expressly proprietary IT wherever possible for the following reasons: First, open standards allow maximal communication of information between diverse combinations of hardware and software. Second, a commitment to open standards offers a conservative approach to technological advancement, allowing us to proceed only when proper support is in place on a widespread basis, and insuring that data can remain accessible over the long term. Third, adopting open standards affords an educational benefit; it encourages our community to learn about and deal with issues concerning exchange of information via technology that occur in the diverse world at large, thus enhancing the awareness level on campus and preparing our students better for service to the kingdom of Christ.
D. Decisions about IT, both its acquisition and use, must be informed by the academic community. Cooperation among users is equally important both as a means of economizing and out of respect for our community life and the image of God that we all share. Further, because we all share in the effects of the fall, we need each other in our common pursuit of
stewardship and the mind of Christ. Finally, academic departments are especially encouraged to determine their own IT needs according to scholarship and practice in their own discipline.

E. IT and use not consistent with these perspectives is to be rejected, even if it is freely available. IT and use that does serve these perspectives should be afforded wherever possible, even at considerable sacrifice, in keeping with its known value to our purposes and programs.
Exhibit 2 – Technology Services Organizational Chart
Exhibit 3 Compliance Statement for Access to Covenant College’s Network

The federal Family Educational Rights and Privacy Act (FERPA), and the Covenant College Faculty and Staff Manuals govern the conduct of Covenant employees with access to student records who act in the student’s educational interest within the limits of the employee’s need to know. To ensure compliance, Covenant requires that employees be aware of federal law as well as college regulations that govern student records. The accountability outlined for student records will also be upheld for all other records (e.g., employees, constituents) on Covenant’s network. This statement clarifies the responsibilities of persons with access to student educational records. All employees with access to records sign this agreement as a condition of employment; others sign this statement as a condition of gaining access to Covenant’s network. This statement is to be collected by supervisors and returned to the Human Resources Office.

Security. Your password must remain confidential. You must log off the network when leaving your computer. Display only access can be shared if all individuals concerned read and sign this statement. A computer set up for shared access may remain logged on in a physically secure area until such time when the area is no longer staffed. The last person leaving the area is responsible for logging off.

Only authorized personnel may access or modify records as required to perform assigned duties. Within Covenant, anyone whose designated responsibility requires access may use information from records for appropriate research, educational or service functions.

Access to databases or batch files. Persons granted access to the network agree to:
- Store information under secure conditions;
- Make every effort to ensure privacy of records;
- Destroy information when it is no longer needed;
- Use information only as described in the request for data or access to institutional data base files;
- Release information to a third party only if authorized approval is given;
- Represent summary data from files as “official” Covenant data only if authorized to do so.

To respond to requests for student data, you must check whether the student has placed a “confidential” suppression on the records. Unless explicitly suppressed by the student, only the following “public” information may be released:

- Student’s name, current and permanent address, e-mail, telephone listing, date and place of birth, major and minor fields of study, participation in recognized activities and sports, weight of members of athletic teams, dates of attendance, classification, degrees, awards and honors received, all previous educational institutions attended.

All other information is private and may be released outside Covenant only with the student’s written permission. No information — public or private — on an applicant’s record may be released outside Covenant, except to an agent designated by the applicant, until the applicant becomes a registered student and has an opportunity to initiate a suppress. No information on financial aid records may be released outside Covenant except as authorized or required by federal and state regulations.

A request for employee data may only be provided with name, title and dates of service. All other requests must be referred to Human Resources Office.

Violations. Violation of federal law or Covenant policy constitutes grounds for rescinding your access to records or imposing disciplinary action, up to and including dismissal. Violations may also risk Covenant’s ability to participate in the federal financial aid programs for our students. Violations include, but are not limited to, the following offenses:
- Releasing public information requested on a basis of non-public information;
- Altering a record without appropriate supporting documentation/authorization, regardless of whether you benefit from this alteration;
- Accessing a record outside of your assigned duties;
• Releasing holds, suppressed or private information without authorization;
• Publicly discussing a student’s record in a way that might personally identify an individual;
• Sharing passwords.

I have read this compliance statement and agree to the conditions and terms outlined herein.
Printed Name ___________________ Title ________________________________
Signature ____________________ ________________________________
Department_________________________ Date____________________

Master\Compliance Statement 061201
Network, telephone, and computer resources are made available to all students of Covenant College and other individuals as designated by the Chief Information Officer and the Department of Records. Students are expected to behave in a mature manner at all times with regard to the treatment and use of these resources. Any behavior that is disruptive (or is an attempt to be disruptive) to the normal operation of college resources or that is in violation to the policies stated herein will not be tolerated and will be subject to institutional disciplinary processes, as well as referred to municipal, state and federal agencies when appropriate. Covenant College reserves the right to immediately disable any accounts and network devices to enforce these policies. Students are responsible for any activity that occurs with their accounts, unless further investigation reveals evidence of unauthorized access. Students are strongly encouraged to guard their account information in the same manner as any other sensitive information, such as Social Security numbers or bank account information. When a student graduates, or is no longer enrolled for classes, they will be notified by email of the termination date of their account.

Communications
Any use of Covenant College's network and/or voice facilities to send threatening or harassing communications is forbidden. Constructing a communication to falsify or conceal its origin is forbidden. Any communications that are repeated and/or unwanted can be considered harassment. Covenant College's communications networks, including all related equipment and connected devices are provided only for authorized Covenant College use. Any devices connected to these networks may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedure, survivability and operational security. This monitoring will only be permitted by persons and/or agencies authorized by the Chief Information Officer. During monitoring, information may be examined, recorded, copied and used for authorized purposes only. All information, including personal information, placed on or sent over Covenant College's infrastructure may be monitored. Any unauthorized attempts to intercept such communications, including sniffing and tapping communications networks are forbidden. Students may only scan equipment they personally own for security vulnerabilities. Discovery of a security problem, whether discovered inadvertently or intentionally, must be reported to the Chief Information Officer immediately. The college retains the right to block or disable network applications that use excessive network bandwidth and/or facilitate illegal activity. Peer-to-Peer applications are expressly forbidden.

Both Voicemail and Email are considered official channels of communication to Covenant College. Students are expected to check them on a regular basis. Announcements meant for the Covenant College community at large should be posted to the appropriate Public Folder in Outlook, not sent in mass emails.

Student Owned Equipment
After registration with Covenant College, students are permitted to connect their personally owned equipment to the wireless network. Plugging into the wired LAN ports is not permitted. Students are permitted to run their own servers on the wireless network and to share files and other resources, granted those servers or file shares are not used to facilitate the illegal transfer of copyrighted material or material which violates guidelines laid out in The Student Handbook. Covenant College retains the right to revoke this privilege if the server is inappropriate or degrades network performance. The college is not responsible for software installed on non-institutionally owned equipment, therefore students are responsible to ensure that all software installed on the computers is legally licensed. If during maintenance, illegally licensed software or material which violates the guidelines in The Student Handbook is discovered, it will be reported to the Student Development Office. If a student owned computer is disconnected for a policy violation, the student will be subject to a $25 reconnect fee, at the discretion of the Chief Information Officer.

Lab Machines and Dormitory Clusters
Lab machines and dormitory clusters are provided for academic use. Students are encouraged to be considerate of others and limit use of recreational activities during peak times in the semester. Food and drink are not permitted in the labs and will be subject to removal and a $10 fine. Damaging hardware is subject to an hourly fee of $50.00 for time invested in removal or repair plus cost of any damaged equipment.
Content Filtering
The college utilizes content filtering software to prevent access to web sites forbidden by Student Development’s Standards of Conduct as laid out in The Student Handbook. Attempting to circumvent the content filtering system is forbidden.

In contract with Covenant College, Inc., I hereby certify that I have read the above statement and do agree to abide by the conditions stated as long as I am a student at Covenant College.

Printed Name: _______________________ Signature: _______________________ Date: __________
<table>
<thead>
<tr>
<th>Software</th>
<th>Version</th>
<th>Labs</th>
<th>Contact</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adobe Acrobat Reader</td>
<td>9.3</td>
<td>All</td>
<td>Technology Services</td>
<td><a href="http://get.adobe.com/reader/">http://get.adobe.com/reader/</a></td>
</tr>
<tr>
<td>Adobe Dreamweaver</td>
<td>CS5</td>
<td>Mibs</td>
<td>Technology Services</td>
<td><a href="http://get.adobe.com/dreamweaver/">http://get.adobe.com/dreamweaver/</a></td>
</tr>
<tr>
<td>Adobe Shockwave Player</td>
<td>Current</td>
<td>All</td>
<td>Technology Services</td>
<td><a href="http://get.adobe.com/shockwave/">http://get.adobe.com/shockwave/</a></td>
</tr>
<tr>
<td>Antenna Lab</td>
<td>4</td>
<td>All</td>
<td>Technology Services</td>
<td><a href="http://www.antenna.com">http://www.antenna.com</a></td>
</tr>
<tr>
<td>AOL Instant Messenger</td>
<td>4.9</td>
<td>All</td>
<td>Technology Services</td>
<td><a href="http://www.aol.com">http://www.aol.com</a></td>
</tr>
<tr>
<td>Bibeworks</td>
<td>7</td>
<td>Mibs</td>
<td>Technology Services</td>
<td><a href="http://www.bibeworks.com">http://www.bibeworks.com</a></td>
</tr>
<tr>
<td>CLEA (Contemporary Laboratory Experiments in Astronomy)</td>
<td>1.00</td>
<td>All</td>
<td>Broosard</td>
<td><a href="http://public.getfjmp.org/---marchal/CLEAhome.html">http://public.getfjmp.org/---marchal/CLEAhome.html</a></td>
</tr>
<tr>
<td>CLEA Exercise - Astronomy of Asteroids</td>
<td>1.00</td>
<td>All</td>
<td>Broosard</td>
<td><a href="http://public.getfjmp.org/---marchal/CLEAhome.html">http://public.getfjmp.org/---marchal/CLEAhome.html</a></td>
</tr>
<tr>
<td>CLEA Exercise - Planetary System</td>
<td>1.00</td>
<td>All</td>
<td>Broosard</td>
<td><a href="http://public.getfjmp.org/---marchal/CLEAhome.html">http://public.getfjmp.org/---marchal/CLEAhome.html</a></td>
</tr>
<tr>
<td>CLEA Exercise - Radio Astronomy of Planets</td>
<td>1.00</td>
<td>All</td>
<td>Broosard</td>
<td><a href="http://public.getfjmp.org/---marchal/CLEAhome.html">http://public.getfjmp.org/---marchal/CLEAhome.html</a></td>
</tr>
<tr>
<td>CLEA Exercise - The Classification of Solar Spectra</td>
<td>1.00</td>
<td>All</td>
<td>Broosard</td>
<td><a href="http://public.getfjmp.org/---marchal/CLEAhome.html">http://public.getfjmp.org/---marchal/CLEAhome.html</a></td>
</tr>
<tr>
<td>CLEA Exercise - The Flow of Energy out of the Sun</td>
<td>1.00</td>
<td>All</td>
<td>Broosard</td>
<td><a href="http://public.getfjmp.org/---marchal/CLEAhome.html">http://public.getfjmp.org/---marchal/CLEAhome.html</a></td>
</tr>
<tr>
<td>CLEA Exercise - The Hidden Redshift-Distance Relation</td>
<td>1.00</td>
<td>All</td>
<td>Broosard</td>
<td><a href="http://public.getfjmp.org/---marchal/CLEAhome.html">http://public.getfjmp.org/---marchal/CLEAhome.html</a></td>
</tr>
<tr>
<td>CLEA Exercise - The Large-scale Structure of the Universe</td>
<td>1.00</td>
<td>All</td>
<td>Broosard</td>
<td><a href="http://public.getfjmp.org/---marchal/CLEAhome.html">http://public.getfjmp.org/---marchal/CLEAhome.html</a></td>
</tr>
<tr>
<td>CLEA Exercise - The Origin of the Novelty</td>
<td>1.00</td>
<td>All</td>
<td>Broosard</td>
<td><a href="http://public.getfjmp.org/---marchal/CLEAhome.html">http://public.getfjmp.org/---marchal/CLEAhome.html</a></td>
</tr>
<tr>
<td>CLEA Exercise - The Revolution of the Means of Jupiter</td>
<td>1.00</td>
<td>All</td>
<td>Broosard</td>
<td><a href="http://public.getfjmp.org/---marchal/CLEAhome.html">http://public.getfjmp.org/---marchal/CLEAhome.html</a></td>
</tr>
<tr>
<td>CLEA Exercise - The Relative Rate of Revolution</td>
<td>1.00</td>
<td>All</td>
<td>Broosard</td>
<td><a href="http://public.getfjmp.org/---marchal/CLEAhome.html">http://public.getfjmp.org/---marchal/CLEAhome.html</a></td>
</tr>
<tr>
<td>CLEA Toolkit for C2D Astronomy</td>
<td>1.00</td>
<td>All</td>
<td>Broosard</td>
<td><a href="http://public.getfjmp.org/---marchal/CLEAhome.html">http://public.getfjmp.org/---marchal/CLEAhome.html</a></td>
</tr>
<tr>
<td>Clioan</td>
<td>18</td>
<td>All</td>
<td>Moline</td>
<td><a href="http://www.moline.edu/chemistry/chemistry/software/phone.html">http://www.moline.edu/chemistry/chemistry/software/phone.html</a></td>
</tr>
<tr>
<td>CMA Test Prep</td>
<td>2001</td>
<td>All</td>
<td>Dedson</td>
<td><a href="http://www.molten-software.com/">http://www.molten-software.com/</a></td>
</tr>
<tr>
<td>Cptlink</td>
<td>1.5</td>
<td>Mibs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eclipse</td>
<td>Galaxy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forensic Insight</td>
<td>7.4</td>
<td>All</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GIMP</td>
<td>2.6</td>
<td>All</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GlobalFire/ease</td>
<td>3.20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GRAMPS for Windows</td>
<td>1.6.4</td>
<td>All</td>
<td></td>
<td></td>
</tr>
<tr>
<td>International Finance Simulator</td>
<td>4.15</td>
<td>All</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internet Explorer</td>
<td>8</td>
<td>All</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IQCreator</td>
<td>2.0</td>
<td>All</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Java Runtime Environment</td>
<td>1.73</td>
<td>All</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Java Software Development Kit</td>
<td>1.73</td>
<td>All</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ladders Basics</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Karamed</td>
<td>3000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Matlab</td>
<td>R14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microsoft Frontpage</td>
<td>2000</td>
<td>Mibs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microsoft Office</td>
<td>2007</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microsoft Publisher</td>
<td>2007</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Matlab</td>
<td>15</td>
<td>Mibs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MediaFire</td>
<td>6</td>
<td>All</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Neatness Macintosh Lite</td>
<td>2.05</td>
<td>All</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OpenOffice.org</td>
<td>3.1</td>
<td>All</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OpenOffice</td>
<td>3.1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PDF Creator</td>
<td>0.9.4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Picasa DVD/WinDVD</td>
<td>4.8</td>
<td>All</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PowerPrep/GC</td>
<td>3.0-5.0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prolog</td>
<td>5.4.40</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>QuickTime</td>
<td>7.6.9</td>
<td>All</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RealAlternative</td>
<td>1.6</td>
<td>All</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Snorite</td>
<td>5.0</td>
<td>Language Lab</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAS</td>
<td>9.3</td>
<td>All</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sheeva</td>
<td>2</td>
<td>All</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sheeva Search</td>
<td>2</td>
<td>All</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SISI Score Skill</td>
<td>5.9.9</td>
<td>Mibs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Explorer – DO</td>
<td>4.5</td>
<td>All</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TechNetCenter</td>
<td>1.41</td>
<td>All</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trend Micro</td>
<td>10</td>
<td>All</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windows Media Player</td>
<td>9</td>
<td>All</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Win32</td>
<td>1.9.7</td>
<td>All</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winstar</td>
<td>1.0.6</td>
<td>Mibs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>XsView</td>
<td>1.081</td>
<td>All</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yahelo Messenger</td>
<td>9</td>
<td>All</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Exhibit 5

Supported Software In Labs
Exhibit 6

Lab and Cluster Descriptions

**Mills Hall, Room 150**
The Mills 150 Lab uses Microsoft Windows XP to run thirty-six Dell Dual Core 3.33GHz PCs. All are equipped with 4 Gigabytes of RAM, 232 GB hard drives, DVD/CD-RW drives, and 17 inch flat-panel monitors. One of these has an Epson scanner and the appropriate software for scanning and editing photos and documents. One computer is also equipped with an Epson scanner and the appropriate software for scanning and editing photos and documents. All are networked to the servers on the bottom floor of Mills Hall. An HP Laserjet P3015DN provides laser printing for the lab and a Brother HL-4070CDW series color printer provides color laser printing. The HP Laserjet has the option to duplex your printing (printing on both sides of the paper).

An additional computer is set up to allow an instructor to give presentations and demonstrations through an attached video projector and audio system.

**Mills Hall, outside Room 130**
A Dell Dual Core 3.33GHz pc with 4 Gigabytes of RAM, 232 GB hard drive, DVD/CD-RW drive, and 17 inch flat-panel monitor is available as a print station.

**Andreas Cluster, Room 103**
The Andreas Cluster contains six Dell Dual Core 3.33GHz PCs with 4 Gigabytes of RAM, 232 GB hard drives, DVD/CD-RW drives, and 17 inch flat-panel monitors. This lab is available to students 24-hours a day, seven days a week. An HP 4250N Laserjet provides laser printing for the lab.

**Carter Cluster, Room 50**
The Carter Cluster contains seven Dell Dual Core 3.33GHz PCs with 4 Gigabytes of RAM, 232 GB hard drives, DVD/CD-RW drives, and 17 inch flat-panel monitors. This lab is available to students 24-hours a day, seven days a week. An HP 4250N Laserjet provides laser printing for the lab.

**Founders Cluster, Room 122**
The Founders Cluster contains six Dell Dual Core 3.33GHz PCs with 4 Gigabytes of RAM, 232 GB hard drives, DVD/CD-RW drives, and 17 inch flat-panel monitors. This lab is available to students 24-hours a day, seven days a week. An HP 4250N Laserjet provides laser printing for the lab.

**Maclellan Cluster, Room 122**
The Maclellan Cluster contains six Dell Dual Core 3.33GHz PCs with 4 Gigabytes of RAM, 232 GB hard drives, DVD/CD-RW drives, and 17 inch flat-panel monitors. This lab is available to students 24-hours a day, seven days a week. An HP 4250N Laserjet provides laser printing for the lab.

**Writing Center, Kresge 2nd Floor**
The Writing Center contains three Athlon X2 2.6GHz PCs running Windows XP. All are equipped with 2GB RAM and CDRW/DVD drives. This lab is available to students during the times the Writing Center is open. An HP Laserjet P3015DN provides laser printing for the Writing Center. The HP Laserjet has the option to duplex your printing (printing on both sides of the paper).

**Language Lab, Brock Hall Room 209**
The Language Lab contains twenty Athlon X2 2.6GHz PCs running Windows XP. All are equipped with 2GB RAM and CDRW/DVD drives. This lab is available to Language students during its open hours.

An additional computer is set up to allow an instructor/language lab assistant to manage the language lab software.
Art Lab, Jackson Hall 114
The Art Lab contains twelve Apple iMac 27 inch, 3.4GHz quad-core Intel Core i7 processor computers running OSX Snow Leopard. All are equipped with 16GB RAM and an 8x SuperDrive with 4x double-layer burning (DVD±R DL/DVD±RW/CD-RW) and 1TB hard drive. This lab is available to Art students during its open hours.

The lab has an Epson Stylus Pro 3800 printer available for students. An HP Color Laserjet capable of 11x17 inch printing is available in Room 118.

The lab also has an Epson Expression 10000XL large format scanner available.

Art Lab, Jackson Hall 118
The Art Lab contains ten Apple iMac 24 inch, 3.06GHz dual-core Intel Core 2 Duo processor computers running OSX Snow Leopard. All are equipped with 4GB RAM and an 8x SuperDrive with 4x double-layer burning (DVD±R DL/DVD±RW/CD-RW) and 500GB hard drive. This lab is available to Art students during its open hours.

An Epson An HP Color Laserjet capable of 11x17 inch printing is available in the room.

Wireless printing
Wireless printing is available at the following locations:
Andreas cluster
Brock Hall 1st floor vending area
Carter cluster
Founders cluster
Jackson Hall lobby
Library 1st floor
Library 2nd floor
Maclellan Cluster
Math Center
Mills 1st floor - both color and b/w
Sanderson 1st lobby