

## What you need to know about Information Technology at College of the Atlantic

### Computer Recommendations and Requirements

Students are not required to have a computer at COA, however most students do have a computer. About 95% of last year's incoming students had their own computer and all but two were laptops. Both Macs and PCs are supported at COA and the Mac/PC split is about even.

If you plan to bring a computer to COA, it must meet the following requirements:

Windows-based PCs:

- Windows XP Pro, Vista Ultimate or Business or Windows 7 with latest patches
- Antivirus/anti spyware
- A wired or wireless (b, g or n) network interface card

Apple computers:

- Mac OS X v10.3 or greater
- Antivirus/antispyware
- A wired or wireless (b, g or n) network interface card

If you plan to bring a computer to COA, the following items are recommended:

- Extended warranty service (3 or 4 years) is highly recommended
- At least 2GB of RAM and a 200GB disc drive
- A cd or dvd drive and some type of removable media
- A Cat-5, 5e, or 6 ethernet cable (if you want to use wired networking)
- The Microsoft Office suite
- Buy only \*Energy Star\* computers and accessories

☒ Linux is not supported however a few knowledgeable and self-sufficient students are using Linux.

If you cannot afford a computer, the IT department is running a pilot loaner program for Academic Year 2011-12. We have 10 five year old Dell laptops that we will loan out to students who cannot afford a laptop. If you would like to be considered for one of these loaners please fill out the application on the last page of this document and submit it by August 10th to [pmitchell@coa.edu](mailto:pmitchell@coa.edu).

You do not need to bring a printer, however on-campus printing is limited. B&W printing is available in the library and computer lab. Please be responsible with your printing. Print only as much as you really need to and use duplex printing whenever possible.

## Publically Available Computers

The NG Computer lab is located in the basement of Kaelber Hall. The lab currently consists of 8 PCs and 2 Macs. There is a "Skype Booth" in the back of the lab.

The Thorndike library has 6 public access computers and several short term laptop and netbook loaners.

There are 2 public access terminals in the Arts and Sciences Lobby.

An additional small private study area with 4 computers is planned for fall 2011.

## General Policy

Wireless and wired connections are available throughout the campus. Network privileges are granted through a process of registering with the Campus Management system. Each student is allowed to register 2 devices. In order to maintain network privileges users must:

- Install, keep installed and keep updated antivirus
- Keep computers up to date with patches provided by the manufacturer of the Operating System

## Acceptable Use Policy

The complete College of the Atlantic IT Acceptable Use Policy is located on the Computer Services page <http://www.coa.edu/computer-usage-policy.htm>. Utilizing college-owned computers and networks constitutes acceptance and understanding of the COA's IT Acceptable Use Policy.

- **Use of Electronic Mail is a privilege and not a right.** Users are expected to promote an atmosphere conducive to work and study. "Spamming" is explicitly prohibited.
- **Respect copyrights and intellectual property rights.** Use of peer-to-peer file sharing of music, games, video, software, images or other items in a manner that infringes copyright is prohibited.
- **Respect the security of the network.** User accounts and network connections are for individual use and may only be used by the person to whom they have been issued.
- **Respect the shared nature of resources.** Users may not inadvertently or deliberately spread computer viruses, use excessive bandwidth or take any other actions that degrade or disrupt system or network performance.

## Laptop Program – Student Financial Information

*All information should be considered strictly confidential and subject to FERPA guidelines. It is provided strictly on a “need to know” basis to help in the student’s application for a laptop computer loaner.*

- Bruce Hazam, Director of Financial Aid

Date

Student name

EFC

Amount of need

Unmet need (gap)

Other potentially useful notes:

I give my permission for Bruce Hazam, Director of Financial Aid, to submit a financial aid statement to Pamela Mitchell, Director of Information Technology.