

ACADEMIC COMPUTING GUIDELINES

College Computing

Network and e-mail accounts will only be given to *current* Bethel College students, faculty, and staff. Use of Bethel College computers, our campus network and Internet must conform to the Bethel Lifestyle Covenant Agreement. In the event of any misuse of network or computer account usage, Bethel College may disable or suspend the user's computer account.

Responsible use of the college computer and network resources requires that you:

- Respect the copyright and license provisions to all programs and data made available on the campus computers.
- Respect the copyright of all materials with respect to their incorporation into software, presentations, multimedia applications and Internet servers.
- Respect the rights of others by not tampering with their accounts, passwords, programs or data. Users must also refrain from using other users' accounts *with or without* their authorization.
- Do not share your computer accounts or passwords with others.
- Conserve paper, ink and toner as reasonable.
- Avoid the use of college computing and network resources for private commercial uses.
- Preserve the privacy of personal or institutional data to which you may have access.
- Regularly delete unneeded files and e-mail from *your own* e-mail account and network drives.

Copyright

All electronic publications of Bethel College must follow established standards regarding the reproduction of copyrighted materials. Always secure appropriate permission when including copyrighted or trademark material such as text, photographic images, video, or graphic illustrations, in any electronic publication.

Student Labs

The Bethel College student computer labs are equipped with computers and printers primarily for the academic work of our students. Lab access will only be granted to current Bethel College students, faculty, and staff unless a user has been granted special permission by the Director of End User Services. Several labs are located in the lower level of the Academic Building and their use is defined below:

- **ACAD001** - This is the student lab. These computers should be used primarily for homework, and should contain the special software required by most classes.
- **ACAD033, ACAD034 & ACAD005** - These are Teaching Labs and are only used for classes and training.

Lab Hours

School Year Hours:

- Monday - Thursday 7:00 a.m. - midnight
- Friday 7:00 a.m. - 9:00 p.m.
- Saturday 10:00 a.m.- 6:00 p.m.
- Sunday Lab hours 5:00p.m. - midnight
- *Special lab hours are posted for holidays, etc.*

Summer Hours:

- Monday-Friday 8:00am – 9:00pm
- Saturday and Sunday Closed
- *Summer hours are subject to change at any time.*

Lab Rules

- Students, faculty, and staff must be able to produce a valid Bethel College ID card when required of them by the Helpdesk Staff or lab assistants. Failure to do so may result in immediate expulsion from the labs.
- Intimidating or vulgar behavior will not be tolerated in the student computer labs. Refusal to leave when directed to do so by Help Desk staff or lab assistants will result in the revocation of student computer lab privileges.
- Headphones are required for any audio and can be checked out at Help Desk with use of an ID Card.
- Please consider others and clean your work area before leaving the labs.
- Food and drink are not permitted in any of the computer labs.

College Network Resources and the Internet

It is essential for each user to recognize his/her responsibility in using our services and systems. Free access to the network is a privilege that may be revoked at any time for abusive conduct. Such conduct includes, but is not limited to:

- Using the network for any purposes that violate U.S. or state laws (such as Kazaa, Limewire, or Bit Torrent)
- Tampering with network cabling or routing devices
- Knowingly and intentionally engaging in any activity that spreads malware to other computers

- Use of abusive or otherwise objectionable language in either public or private messages
- Distribution of unsolicited advertising
- The viewing or distribution of any sexually explicit material.

The Network

In addition to the main computer lab where students can work on homework or surf the internet, Bethel College has a campus-wide computer network connected in the residence halls. Sailor and the New Dorm Residential Center have both Wireless **802.11b/g** and **Wired Ethernet connection**. Wireless Networking is installed in all other residence halls and most common areas on campus (such as the Library or Dining Commons).

Network Files

H: Drive—Personal folder on network

G: Drive—Share drive among campus

Using Software

Bethel Computer Services Department will not provide equipment or software support for any computer on which unauthorized software is known to exist. In addition, where there are clear violations, Information Technology will report violations to the appropriate authorities.

Computer and Networking suggestions for Wireless and Wired purchases:

- Network cables and Office 2007 are available at the [Bethel Bookstore](#).
- Purchase an up-to-date notebook or desktop computer. Windows XP or Vista/2GB Ram/80GB Hard Drive
 - Windows 98, ME, 2000 or older not supported
- CD/DVD drive (rewriteable DVD/CD nice to have)
- Many notebook computers come with built-in wireless. Make sure it is “**Wi-Fi CERTIFIED™**”.
- All computers connecting to Bethel’s network must have: Current Antivirus, all Critical and Security updates and be free of viruses and spyware, or they will not be able to connect.
 - Free Antivirus software available from Help Desk once on campus.
- **Bethel College does not support Wireless cards in Windows 2000 or older Operating Systems.**
- **Student owned wireless routers and access points are prohibited due to network interference.**

WIRELESS NETWORK in ALL Residence Halls on Campus is 802.11b/g

Since the 2004/05 school year, we support only “**Wi-Fi CERTIFIED™**” cards. We recommend that any new card purchased would support 802.11a, 802.11b and 802.11g. The 802.11n cards will work in 802.11a,b+G mode but we do not have any 802.11n access points to connect to at this time.

Student Account Expiration

General Computer and e-mail accounts for students will expire 150 days after their last attended class from Bethel College. Your student web account will still be accessible.

Login Information

Network

Username: firstname.lastname

Password: first five digits of SSN

e-mail

Off-Campus Access - <http://www.bethelcollege.edu/studentlife/computer/>

Username: **bethel**firstname.lastname

Password: first five digits of SSN

Student Web - *Financial Services/Class Information/Grades* - <http://www.bethelcollege.edu/studentlife/computer/>

Log-in before Registration:

USER NAME: Bethel Student ID #

PASSWORD: First 5 digits of SS#

Log-in after Registration:

USER NAME: firstname.lastname

PASSWORD: First 5 digits of SS#

Angel - *Class Learning Management* – <http://www.bethelcollege.edu/studentlife/computer/>

Same as network login

If you have any further questions, please contact the Bethel College Help Desk by phone at (574)807-7777 or by e-mail at helpdesk@bethelcollege.edu.