

USING YOUR LAPTOP AT CCS: POLICIES AND PRACTICES

ACCEPTABLE USE OF TECHNOLOGY OR DIGITAL RESOURCES AND MATERIALS

All students, faculty, and staff are subject to terms and requirements of the CCS Acceptable Use of Technology Resources. The policy is available to you on the CCS Website or on Blackboard under the *Campus Offices Tab>Information Technology Services* or *Campus Offices Tab > Academic Technologies*. Information on responsibilities for the use of computers on campus, on the unauthorized sharing of copyrighted material (both Federal laws and CCS policies), and on sources for finding legal online content is also found in the Student Handbook.

The CCS policy on the deletion, destruction or vandalism of another's work is found in the Student Handbook and the Undergraduate and Graduate Course Catalogs:

The deletion or destruction of digital files, another person's work, or college property is considered a serious offense. All members of the CCS community—students, faculty, and staff—must refrain from altering work that does not belong to them, regardless of the date the piece was created or its location. Violation of this policy will result in serious disciplinary consequences, up to and including dismissal from the institution.

ACCESSING THE CCS WIRELESS NETWORK

To access the CCS Secure Wireless network, you must first register your device (laptop, phone, and/or tablet). Follow this quick process; you must be on campus to complete your wireless registration:

- With your wireless on, and CCS wireless selected, navigate to any website
- You should be re-directed to our "onboarding portal" asking you to Register your device using your CCS username and Password
- Select "Register my Device" and log in
- Follow the prompts to install the necessary plug in
- Once the plugin has installed, you are able to use our wireless anytime you are on campus
- Return to your Network settings and set your device to "forget" CCS Wireless connection, so that your only connection is CCS-Secure Wireless

For further help, please call the CCS Helpdesk at extension 7818 or visit *Blackboard >Campus Offices>Information Technology Services>Connect your Wireless Device--Using the CCS Onboarding Portal*. Please note that certain Android Devices may require installation through a specific key. The CCS Helpdesk can assist you if you receive this message.

BACKUP AND STORAGE REQUIREMENTS: BEST PRACTICES TO SECURE YOUR WORK

CCS provides several ways for you to secure and save your work while you are working on the CCS network. There are also best practices for securing and saving your work on your own laptop.

CCS Network: Home Drive; Student Shared Drive

Home Drive: Each student has 5GB of storage in their personal folder on the Home Drive of the CCS Network. Only the individual student has access to this Home folder and the folder is only available when a student is connected to the CCS network through a wired internet connection (see below). This storage is meant to accommodate a student's current work in progress and other projects and to provide a secure location that is consistently backed up through CCS.

PLEASE NOTE that in order to maintain our servers and our network, the student Home folders are **purged every May** on the Friday following the opening of the Student Exhibition. The Home folder is **NOT** meant as permanent storage.

Student Shared Drive: In addition to the individual Home folders on the Home Drive, Students have access to the Student Shared Drive in which instructors may provide course folders for submitting assignments. Your instructor will inform you if you are expected to upload work to a Shared Drive folder.

Files in the Student Shared Drive are deleted at the end of each semester; students may themselves save or delete their files from these folders. Folders in the Student Shared Drive are **NOT** meant as permanent storage. Like the Home Drive, the Student Shared Drive is only available through a direct connect to the CCS network (see below).

Accessing the Home Drive and the Student Shared Drive:

Taubman Campus

To access the CCS network on the Taubman Campus from your MacBook Pro laptop:

1. Connect your laptop to the CCS network through an Ethernet cable. Turn off your wireless so that your laptop will connect directly to the network.
2. In the upper tool bar, click on "Go >Connect to Server."
3. Type in the address of 172.24.128.2 (see below for the address for the Ford Campus)
4. Login with your CCS username and password

5. Select the Drive that you want to access

Ford Campus

To access these spaces at the Ford Campus, follow the directions above, but type in the address of 172.16.128.11 at step 3.

Blackboard Storage:

Each student has 150 MB of personal storage in Blackboard's "My Content." (Content Collection Tab > My Content). My Content is meant for class materials that are downloaded from Blackboard course sites or current assignments that will be or have been uploaded into a course. "My Content" is available through any internet connection and is not managed or purged by CCS. It is the student's responsibility to manage the files in this folder.

Personal Storage and Backup

Students with laptops should have at least one External Hard Drive with a minimum of 1 Terabyte of storage to be used for backup of all work that is on your computer. It is strongly recommended to keep your External Hard Drive in a consistent, clean environment (such as your desk) and that you backup your laptop once a day. To help extend the life of your External Hard Drive and protect against file corruption or crashing your Drive, this External Drive should not be carried around with you in a backpack or other case or used to continually access files. A second External Drive or Flash Drive is recommended for transferring files, saving any work done on a CCS computer, or sharing work with others.

When connecting the Hard Drive you are using for back up for the first time, format it as Mac OS Extended (Journaled) if you are using the Drive for back up and security. If you will be using your Hard Drive to potentially share files between a Mac and a PC, format it as Fat32.

Keeping your Work Safe:

- Put a login on your personal laptop
- Do not save any work to a CCS lab computer desktop; this work will be deleted when a new user logs in and could be vulnerable by being accessible to others.
- Always remember to log out of a CCS lab computer, Blackboard, or your own laptop when you are finished with your work.

SOFTWARE AND ANTI-VIRUS

Students are required to have the software indicated by their department(s) in order to successfully participate in classes.

Currently, CCS updates its lab and faculty computers at the start of each semester; Students are also recommended to keep software and operating systems updated at the same interval to remain compatible with their instructors as well as with CCS lab machines, rendering computers, output equipment, and other campus technologies.

It is also highly recommended to run up-to-date antivirus software regularly.

TREATMENT OF CONFIDENTIAL OR PROPRIETARY WORK ON YOUR LAPTOP

While at CCS, students often have the opportunity to work on Sponsored Projects or other projects that may involve confidential information. It is important to understand that project content on a personal laptop and/or personal storage device is bound by the Non-Disclosure Agreement (NDA) that governs any individual project. Having signed this agreement at the start of such a project, you are not permitted to share any project-related content outside of people in the course and anyone determined by the client.

Always remember: ***Never leave your laptop Unattended***