



Alice Lloyd College

Student Guide to

Information Technology

Submit issues to: support@alc.edu

Email

Students are provided with an Alice Lloyd College email address as well as a computer login. The ending for the student email is @alicelloyd.edu. Email can be accessed from anywhere by visiting the link at www.alc.edu.

Email shall not be used for chain letters, spam, profit, harassment, phishing, pornographic material, ETC. Accessing or attempting to access some- one else's email without their permission is prohibited. Accounts are not to be shared and passwords are to be kept private.

Internet Access

The campus is wireless accessible. Student Dormitory Rooms are equipped with wireless internet and two Network Ports.

ALC Information Technology does not support personally owned computers. Student computer support is limited to assisting in getting on the campus network. Alice Lloyd College Information Technology will not assist in getting gaming consoles, streaming devices and other types of equipment similar to these on the network.

Personal networking equipment such as wireless routers, hubs, switches, repeaters, extenders, etc. are not permitted and if found will become the property of Alice Lloyd College.

The use of peer-to-peer software and illegally downloading movies or music and surfing non-ethical sites is prohibited. Pre-defined gaming platforms are allowed on the ALC network, such as PlayStation online and Xbox online. Various other popular on-line games will connect as well, but console to console or self-hosting is likely not to connect. The Information Technology Department **will not** be able to add additional games upon request.

Dormitory Telephone Service

No telephone service is provided per dorm room, however, students do have access to telephones per floor of each dorm and in some cases per wing, per floor. These phones do not have long distance capability, so in the event of calling long distance, a calling card must be purchased.

Dormitory Television Service

TV LINES: ALC provides one (1) television line in each dormitory room. TV services are included as part of room and board. Students must provide their own DIGITAL television. Any issues with a TV line must be reported to the maintenance department. Local cable programming is provided and the lineup can be found at <http://www.tgtel.com/tvchannellineup.html>

Identification Cards

ID cards are made in the Information Technology Office and distributed to Faculty, Staff and Students. Besides being the official ALC ID, they are also used to gain entry to certain buildings and rooms, such as classrooms and the Residence Halls. They are used for your meal card and library card. Cards shall not be lent. Lost or stolen cards need to be reported to the IT Offices immediately. There is a \$10.00 replacement cost for lost, stolen, name change or abused cards.

E2Campus

Alice Lloyd College uses a program called E2Campus to notify users of incidents, closures, postponements and other important notices. This is a self-sign up service and can be accessed by visiting the Alice Lloyd College website at www.alc.edu and choosing E2 Campus under the Student Life tab.

Microsoft Office

Microsoft Office is available to students and is self-installed by the student by logging onto their student email from the computer they wish to install the office suite on. From the main screen there will be an install option. The subscription will be current as long as the student is currently enrolled.

Student Printing

At the beginning of every semester, each student receives credit of \$10.00 for printing. The cost of a black/white print is .05 per page while the cost of a color print is .20 per page. Additional funds may be added to the account by paying the desired amount in the Business Office and then bringing the receipt to the IT Offices.

Computer Lab Access

Baum Lab: 60 units, Monochrome and Color Laser Printer

McGaw Library: 16 units, Monochrome and Color Laser Printer

Business Resource Center: 13 units, Monochrome Printer
Commodore Slone Business Building

Education Curriculum Center: 6 units, Monochrome Printer
June Buchanan Alumni Center, 1st Floor

English Resource Center: 4 units, Monochrome Printer
June Buchanan Alumni Center, 1st Floor

Science Resource Center: 6 Units, Monochrome Printer
Anderson Science Center, 3rd Floor

Social Science Lab: 4 units, Monochrome Printer
June Buchanan Alumni Center, 2nd Floor

Berger Study Lab: 4 Units, Monochrome Printer
Berger Dorm 2nd Floor

Lilly Study Lab: 4 Units, Monochrome Printer
Lilly Dorm. 2nd Floor

Carrick Study Lab: 2 Units, Monochrome Printer
Carrick Dorm, 2nd floor

Community Lab- E-sports gaming-No printing
Campus Center 1st floor

Computer Lab Information

The computer labs throughout campus are set up for education use only.

Lab attendants may ask non-educational users to relinquish their computer if the computer is needed by a student wishing to use it for educational purposes.

The computers throughout campus will not allow you to save items to them so students will need to use a flash drive. A flash drive is provided to every student annually.

Students are not granted permission to download or install any program to a lab computer.

Food, Drinks, and Tobacco products are not permitted in any ALC computer lab and students found in violation may be asked to leave the lab.

Please clean up after yourself while in the labs. When finished, clean work area, log off the computer, and push the seat under the table.

Please be considerate of others-by not being loud or rude.

Students are not to be in classrooms using computers and technology after hours. This is what the computer labs are designed for.

Students shall not be in the labs after posted closing times.