

# From the Office of the Commandant of Cadets

Memorandum For: Cadets and Parents/Guardians

Subject: Policy #1 Computer Standard Operating Procedures and General Information

1. All high school and college cadets are authorized to have a personal computer in their rooms. The following are baseline computer specifications/accessories for your PC. Bring with you all the manuals, floppy disks, and CDs you received with your computer. This will help you if you encounter any computing problems.

a. Operating System - Windows XP Professional (preferred choice) or Windows Vista Business or Ultimate versions only.

b. Software Suite - Microsoft Office 2003 or newer.

c. Virus and SpyWare Protection - Norton, McAfee or AVG (AVG antivirus is free).

d. Computer Hardware (minimum):

(1) 1.5 GHz processor

(2) 1 GB RAM

(3) 40 GB Hard Disk Drive

e. NIC/Ethernet card (Ethernet connections are provided to each cadet desk. Network Interface Cards (NIC) which supports 10/100 MB Ethernet connections is required.

f. Ethernet cable.

g. USB Memory Stick (512MB capacity or better).

h. Carrying case and extended battery (Laptops).

i. Printer - Inkjet or Laser; Scanners **are not** authorized.

j. Insurance (Optional).

2. Wireless (WiFi) access is available in academic areas. There is only wireless availability in East Barracks. Laptop users may use the wireless network in addition to the wired network they will need for barracks use. Cadets are not permitted to have wireless broadband cards (these cards are considered contraband).

3. Cadets are reminded the cadet network is a shared resource. Actions of one user will affect others. Established standards for computers and network usage ensure network reliability and fair access for the greatest number of cadets.

## From the Office of the Commandant of Cadets

4. At enclosure 1 is the Wentworth Military Academy (WMA) and College Computer Use Policy 2008/2009 Academic Year. At enclosure 2 is a list of frequently asked questions (FAQ). The point of contact for the information regarding this computer policy is Mr. Logan Seals, Wentworth Military Academy and College Systems Administrator at 1-800-962-7682 extension 1238 or by email at [lseals@wma.edu](mailto:lseals@wma.edu) .

Michael S. Desens  
Lieutenant Colonel, USA (Ret.)  
Commandant of Cadets

2 Encls

1. WMA and College Computer Use Policy 2008/2009 Academic Year
2. Frequently Asked Questions

Cc: Faculty and Staff

# From the Office of the Commandant of Cadets

## Wentworth Military Academy & College COMPUTER USE POLICY 2008/2009 ACADEMIC YEAR For all Cadets and Civilian Students within the Academy Network

Wentworth Military Academy and College (WMA) utilizes a client/server network to provide network and internet services to its Cadets and Civilian students. During matriculation or shortly there after, Cadets or Civilians are assigned a user name and password to allow them access to the network and its resources. WMA has established an academy wide policy regarding the use of its network and resources.

### **Rights and Responsibilities**

Computers and networks can provide access to resources within the Academy as well as worldwide. Such access is a privilege and requires that individual users act responsibly. Users must respect the rights of others, the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations.

The systems administrator may access any computer connected to the WMA network as required to protect the integrity of the network. This is done at the direction of the Vice President of Operations, the President of the Academy, or the Technology Department. **Wireless broadband cards are not allowed on campus and are considered contraband.**

Users should be vigilant and knowledgeable of computer and internet usage. If any problems arise, users should notify the system administrator immediately.

**Under no circumstances should a user provide their password to anyone. Anyone violating this policy will be disabled from the network until further notice.** Be advised that while the system administrator does not know your password, he/she can reset or even change your password.

Any requests for modifications or repairs need to be submitted via the work order system. Cadets should give a written request to the Commandant's Office Manager (Anissa Wuthnow) and she will place a ticket for the cadet on the network's help desk. Civilian students should contact the Information Technology teacher and they will submit a ticket on the help desk for said student. Requests may be subject to approval by the Vice President of Operations and/or President of the Academy and/or the Technology Department. **No user shall install software programs without permission from the Technology Department.** It is essential that the department knows what is happening on the network for everyone's security.

The use of liquids used near personal computers is at the discretion of the cadet or student (while not in class or other unauthorized areas). Any damage caused by liquids is not the responsibility of the Academy. The use of liquids near WMA computers or other network assets are prohibited as they can damage or destroy equipment.

**Cadets must log out or lock down their computers when they are not physically at their computer. Failing to do so could result in a security risk and subject to action in accordance with a security violation.**

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## **Passwords**

Password integrity is the responsibility of the user. **Do not share your password or write it down in the open.** Disciplinary action or dismissal will result in the unauthorized use of any password on the system.

## **Content and Monitoring**

All traffic through the WMA network is subject to recording and monitoring to maintain the safety of all individuals on campus.

## **Internet and Email Policies**

Acceptable uses of the Internet and Academy Email:

Internet and email access is intended for academic and family communication reasons only. WMA encourages the use of the internet and email because they make communication more efficient and effective. Every cadet and student has a responsibility to maintain and enhance WMA's public image and to use the email and internet in a productive manner.

Unacceptable uses of the Internet and Academy Email:

WMA email and internet may not be used for transmitting any communication of a discriminatory or harassing nature or materials that are obscene or X-rated. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preferences should be transmitted. No abusive, profane, or offensive language is to be transmitted. Chain letters, chat rooms, or circumnavigating WMA security/content filters are not permitted. Solicitation of non-academy business or any use of the network for personal gain is prohibited.

Each cadet and student is responsible for the content of all text, audio, images or information they send over the network. No transmissions or communications may be sent which hide or mask the identity of the sender or represents the sender as someone from another company. All messages or communications through the network should contain the Cadet's name.

Any messages or information sent by a cadet or student to another individual outside of the Academy via the WMA network must conform to Academy policy. While some users include a personal "disclaimer" in their messages, there is still a connection to WMA and the statements may be tied to the Academy.

All communications sent by cadets and students via the Academy's network must comply with this and other Academy policies and may not disclose any confidential information.

## **Software**

To protect the integrity of the network, there will be no downloading of any unauthorized software. All software downloaded must be registered to the Academy and approved by the system administrator. No unauthorized programs can be used on the network. Peer-to-Peer software is not

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allowed on the network. These include file sharing programs like Limewire, Napster, etc. WMA reserves the right to inspect, regulate, and ban any software deemed a security risk or operational hazard. This may be done at anytime and without the user's knowledge or presence. Cadets and students should contact the system administrator if they have any questions.

### Copyright Issues:

Copyrighted materials belonging to entities other than WMA may not be transmitted on the network. All cadets obtaining access to other companies' or individual's materials must respect all copyrights and may not retrieve, reproduce, modify, or forward such material. Failure to observe copyright or license agreements may result in disciplinary action up to and including dismissal.

### Security:

WMA monitors and records all transmissions and activities on the network. This is to protect the security (both virtual and physical) of all employees, cadets and students. All messages created, sent, or retrieved over the Academy's network are the property of Wentworth Military Academy and College and should be considered public information. WMA reserves the right to access, monitor and record all traffic on the network, including but not limited to email, internet, and file transfers. WMA reserves the right to inspect any areas for hardcopies of illegal or improper software. WMA reserves the right to restrict or terminate network access to any and all users at any time for any reason. WMA further has the right to monitor network activity of any form that it sees fit in order to maintain the integrity of the network and safety of all users. Cadets and Students should not assume electronic communications are totally private and should transmit highly confidential data in other ways. **Wireless broadband cards are not allowed on campus and are considered contraband.**

### Violations:

Any cadet or student who abuses the privilege of the WMA network and email will be subject to corrective action up to and including dismissal. If necessary, WMA also reserves the right to advise appropriate legal officials of any illegal violations.

Cc: Cadet/Student files  
Revised May 28, 2008

# **From the Office of the Commandant of Cadets**

## **Computer Use Agreement Policy Academic Year 2008/2009**

I, \_\_\_\_\_ have read and agree to abide by the rules and policies set forth in the Computer Use Policy. I understand that if I do not abide by these rules that I may lose my computer privileges will be subject to disciplinary action and possible suspension or dismissal.

\_\_\_\_\_  
**Cadet/Student Printed Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Cadet/Student Signature**

\_\_\_\_\_  
**Date**

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## Frequently Asked Computer Network Questions

### **1. Do I need a modem on my computer?**

No (modems are unauthorized in the barracks). Every desk is network-ready, with the exception of East Barracks which has WiFi, and has access to the World Wide Web (WWW) and email without using a phone line.

### **2. Do I need to have my computer insured?**

Recommended. Many homeowner policies cover computers at no additional cost if specifically itemized. Check with your insurance carrier for your policy's criteria. Wentworth is not responsible for lost/stolen items.

### **3. Do I need virus protection on my computer?**

Yes -- mandatory. Current virus definitions and virus free computers avoid worms that could shut down the campus network. To prevent network removal, all cadet machines must have an updated version of Norton, McAfee or AVG antivirus.

### **4. May I download music and videos from the Internet?**

No. "File sharing" software on a cadet machine will result in the withdrawal of network privileges and is one of the major sources of spyware and adware on cadet machines.

### **5. May I play "Internet" games on my computer?**

No. The Information Management staff actively monitors the network for games and informs the Commandant's staff of violations.

### **6. Do I need an email program and account?**

No. Enrolled cadets automatically receive Wentworth network accounts. During matriculation cadets receive an email address and password. Access is accomplished through student.wma.edu.

**NOTE: Cadets without room computers can utilize the High School Library or Computer Lab computers to check email.**

### **7. What if I have trouble accessing a site on the internet?**

You can contact the Systems Administrator at [unblock@wma.edu](mailto:unblock@wma.edu). In your email put your name, the website you were trying to access (name and URL) e.g. Chase Credit Card, [www.chase.com/creditcard](http://www.chase.com/creditcard), and the exact time you tried accessing the site and the error message (page can not be displayed error).

### **8. If something happens to my computer on campus, is there somebody on the staff to fix it?**

No. Wentworth can not work on any computer that they do not own. You must contact the original manufacturer or a computer repair shop on your own.