





# St. Mary's College of Maryland

at Historic St. Mary's City

## Appendix A:

### *Reminders of General Policies on Work Computers*

The following policies apply to all users of SMCM desktops or laptops, with or without administrative access. CTSS reminds applicants for Administrative Access to please continue abiding by these policies, which are crucial to the security of the College's Network and individual machines.

- User name and password must be kept confidential.
- Users should connect their assigned computer(s) into the Campus network at least once per week, for an extended period if possible. This is so the machine can receive updates, policies and SMCM-specific configurations.
- All data stored on an assigned computer should be backed up regularly. CTSS would like to emphasize that backing up data is the responsibility of the user. Should the assigned computer fail, CTSS will do whatever is reasonable to restore your machine to its state prior to failure, but may only be able to re-image your assigned computer at a loss of all data and customizations.

## Campus Technology Support Services

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## Appendix B:

### *Reminders of General Policies on Classroom Computers*

- Updates to classroom computers occur less frequently than personal work computers. Keep this in mind when planning to use technology in the classroom.
- A list of current versions of most commonly used software or other programs will be available on the Classroom Media and Technology web site and attached to the instructions for using classroom equipment in each room.