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## **Purpose**

An important component of the College's mission is the infusion of information technology throughout the curriculum. The intent of Framingham State College's laptop program is to bring technology-rich tools and resources into the classroom and help instructors to expand and deepen the learning experiences of students.

## **Policy Statement**

All full-time day students entering Framingham State College are required to have a Microsoft Windows compatible laptop (a.k.a. notebook) computer with wireless network access for use inside and outside the classroom.

## **Scope**

This policy was initiated for all entering freshmen Fall of 2002 and all incoming transfer students after the Spring of 2003. This policy also pertains to all readmits and transfers.

The policy was expanded to include all full-time nursing students enrolled through the Division of Graduate and Continuing Education as of Fall 2005, and for students entering into the Post Baccalaureate Teacher Licensure Program as of Fall 2006.

## **Financial Aid**

Financial aid is available to students who qualify and cannot afford to purchase a laptop prior to the beginning of the semester. If the financial aid is delayed through the beginning of a semester, students may submit an application to the Financial Aid Office requesting to borrow a laptop from the College until their money has arrived. (No more than one semester). If the request is approved, the student will receive a letter that can be used to obtain the laptop from the Vice President of Enrollment and Student Development.

## **Technical Requirements**

Each year, the College recommends a laptop computer based on best value, warranty and service following extensive research and negotiations with vendors. Framingham State College has partnered with Dell to offer the college community what is a competitively priced laptop that is offered at a substantial discount below Dell's standard educational pricing. These laptops have an exceptional warranty, and are shipped with all the necessary software (such as Microsoft Office and virus protection) for use on the campus computing network.

Although students are not required to purchase the recommended laptop, it does come pre-configured to work with the Framingham State College computing network. Any non-recommended laptop that is brought to campus must meet the minimum specifications as listed in the [FAQ section](#) of the Information Technology Services website.

## Technical Support

Support for student-owned recommended laptops is overseen by Dell certified FSC employees. Laptops can be re-imaged, repaired and warranty parts ordered and installed on campus.

When a student purchases a Dell laptop through the FSC & Dell agreement, he or she is eligible to receive a loaner laptop in the event that the laptop is going to be out for repairs longer than 48 hours. This "loaner program" applies only to current students who have purchased the recommended laptop.

If a laptop is purchase outside of the FSC laptop purchase program, support is limited. If time allows, the Helpdesk staff will help to assist students getting on the network, install Symantec Antivirus and diagnose a problem, but the student must contact his or her vendor to correct both hardware and software problems.

## Installing Software

Framingham State College has licensed copies of the newest versions of Office professional as well as the newest Microsoft operating system for faculty, staff and students. For students purchasing the Campus standard laptop, the Microsoft products (Windows XP and Office 2007 Enterprise) will be preinstalled. All Framingham State College students who chose not to purchase the recommended laptop are eligible to purchase a discounted copy of all the covered media online at [E-Academy](#). FSC has purchased the license to use this software but students are responsible for purchasing the media. By installing the software, students are agreeing to un-install these programs should they leave Framingham State College prior to graduation.

The Helpdesk is prepared to assist students in configuring and maintaining these programs including:

[Microsoft Office](#) (Word, Excel, Access, SharePoint Designer, Outlook, PowerPoint and Publisher)  
[Roxio Creator Plus](#) (CD/DVD Recording)  
[Spybot S&D](#) (Anti-Spyware Software)  
[Symantec AntiVirus Corporate Edition](#)

For other software required by faculty, students should visit the Student Helpdesk in Hemenway Hall for assistance with installation if support is needed.

## Backup

Students are responsible for saving and backing up data on their laptops. All laptops come with CD or DVD burners in order to back up files. All students also have access to a "Y" drive (or shared space on the FSC network) to save documents to. However, in instances that the laptop needs to be repaired, or re-imaged, Framingham does not have space available to completely backup and restore all of a student's files. To learn about how to back up files, students are encouraged to contact the Student Helpdesk.

## Virus Protection and Security

The college has licensed a copy of Symantec Antivirus for all current FSC students. This software must be on student laptops and up-to-date in order to gain access to the FSC network or gain access to the Internet from residence hall locations.

All college recommended laptops will come with Symantec Antivirus installed, but it will be the responsibility of each student to run updates on a regular basis. For students bringing non-college recommended systems, Symantec Antivirus is available for download [here](#). This software must be removed when you graduate, transfer, or leave the college.

## FAQs

Answers to commonly asked questions related to this policy are provided on the [Frequently Asked Questions](#) web page.

Updated: December 12, 2009

Approved By: President's Council