



The
Baptist College
of Florida

"Changing the World Through the Unchanging Word"

Student Computing Guide

Graceville Campus



Information Technology

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This document can be accessed on the internet at:

http://www.baptistcollege.edu/IT/media/Student_computing_guide_gville.pdf

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Introduction

Welcome to The Baptist College of Florida!

Information Technology (IT) has developed this guide to provide new and returning students with information needed to utilize the College's Information Systems.

The Baptist College of Florida provides Information Systems to meet operational, financial, and academic needs. These resources are valuable, and their abuse can have a far-reaching negative impact. IT is responsible for balancing the need for security with practical application.

The mission statement for the Information Technology (IT) department includes the charge to facilitate computing services that allow BCF to accomplish its mission of educating and training ministers and other religious workers. As such, it may not be appropriate to support all the technology services that are available in a home use environment on the Graceville campus.

Feedback

Questions, comments, and recommendations can be submitted to IT@baptistcollege.edu.

Support

IT provides and supports the data systems and network resources that make up the College's Information Systems. IT supports faculty, staff, students, prospects and alumni as they use college resources.

Support for Personally Owned Equipment

IT does not provide support for systems owned by individuals. The Baptist College of Florida's Computer and Information Systems Policy (CISP) ¹ does not allow IT to support student owned computers or computer related equipment.

Computer & Information Systems Policy

The BCF Computer and Information Systems Policy (CISP) governs all of the College's computers and information systems. This policy can be found in the student handbook and is accessible online at <http://www.baptistcollege.edu/IT/media/CISP.pdf>.

At the direction of the Senior Vice President, IT conducts random audits to ensure compliance with the Computer and Information Systems Policy.

Copyrights, Trademarks and Intellectual Property

Do not violate the copyright, trade secret, patent or other intellectual property rights of any person or company. Do not install or distribute software products that are not appropriately licensed. Do not make unauthorized copies of copyrighted material.

Authorized Student Computer Account

In accordance with the BCF Computer and Information Systems Policy, each student is issued an authorized computer account. This account may be used only in accordance with its authorized purpose. The student is responsible for safeguarding his/her own authorized account, specifically user name and password (PIN). The student is solely responsible for all activity on his/her account.

The student is authorized to use his/her account for the following purposes:

- Email for academic and personal non-commercial purposes
- Internet use for academic and personal non-commercial purposes
- Computer Lab and Library computer use for academic purposes
- Limited printing in the Computer Lab, Music Labs & Library for academic purposes

The student is authorized to connect a notebook, desktop or handheld computer to the wireless network. No other type of connection is authorized. Students may not connect or allow the connection of any other devices to BCF Information Systems.

The PIN

Your user ID and personal identification number (PIN) is the entry point to BCF Information Systems. All network activity is logged by userid where applicable; any activity shown as associated with a particular user id is the responsibility of that user. Keep your PIN secure to ensure any activity is logged to the correct user. General guidelines for keeping your PIN secure are:

1. Do not save your PIN in your internet browser or elsewhere if it has an option to do so.
2. Do not ask anyone else for his or her PIN. Do not share your PIN with anyone.
3. No PIN should be spoken, written, e-mailed, hinted at, shared, or in any way made known to another.
4. No PIN should be displayed or concealed on or near your computer workspace.

If you believe someone else may know your PIN notify IT immediately, and a new PIN will be issued.

BCF Student Access Computer Locations

Computers are available for students to use in the Computer Lab and the Library. The Computer Lab and the Library may have additional rules governing the use of these computers. Music students are also permitted to use the computers in the Music Labs. Students are prohibited from using all other College owned computers including those in the classrooms and offices.

Student Network Drives

These are available only on BCF Student Access Computers on Graceville Campus. Save all files to the "U:" drive when using Computer Lab or Library Computers. (Access the "U:" drive by opening "My Computer.")

Printing & Making Copies

Student printing is available only on BCF Student Access Computers. The only copier designated for student use is available in the Ida J. McMillan Library in Carlton Hall.

The printers located in the Computer Lab, Music Lab and the Library are for academic purposes only. These printers may not be used for personal, ministerial, or commercial purposes. Students are prohibited from using other College owned printers/copiers.

Students may print one copy of a document. Additional copies should then be made using the publicly accessible copier/printer located in the Library. Students may not use copier function without paying for the copies.

Arrangements should be made with the professor if a student needs a class set of a document.

Email Guide

Students will be assigned a baptistcollege.edu email address. This email address will be used for college correspondence.

Outlook Web Access

Check your student email online by visiting: <https://mail.baptistcollege.edu>

Mobile devices like cell phones and handhelds can access a text only version at <https://mail.baptistcollege.edu/oma>

Username: ID Number **Password:** PIN

Example: Username: 99999 Password: xxxxxx

Unsolicited Commercial Email – SPAM

The College employs several levels of spam prevention including Microsoft Intelligent Message Filter, Microsoft Forefront antivirus and spam filtering, real-time block lists, reverse DNS lookups, and Astaro spam filtering.

If you receive spam in your mailbox, add the sender to the *Blocked Senders List* in Outlook Web Access or your email client; then delete the spam message.

Periodically, check your junk email folder for messages that may have been marked incorrectly.

Anti-Spam Resources:

Toward a Spam-Free Future: <http://www.microsoft.com/mscorp/execmail/2003/06-24antispam.msp>

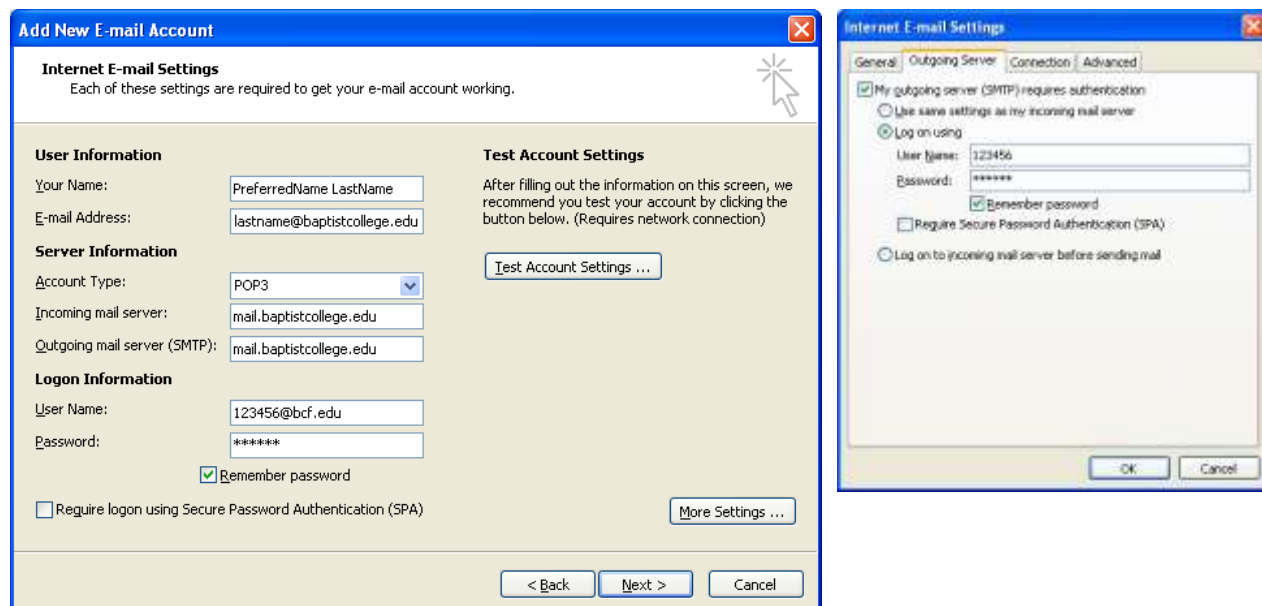
How to Keep Spam out of Your Inbox: <http://www.microsoft.com/athome/security/email/fightspam.msp>

Setting up Outlook or Other POP3 Mail Reader

POP3 is available to students for email account access. The settings required are:

1. The email account type is **POP3**.
2. Your email address is usually in the format of **preferredname.lastname@baptistcollege.edu**
3. **“mail.baptistcollege.edu”** is both the Incoming mail server and Outgoing mail server.
4. Your “User Name” or login for the *Incoming mail server* is in the format of **“StudentID@bcf.edu”**.
5. Your “User Name” or login for the *Outgoing mail server* is in the format of **“StudentID”**.
6. Your **PIN** is the password for *both* the Incoming and Outgoing mail server.

The following are example screens from Microsoft Outlook 2007:





MyBCF

MyBCF is our online campus. MyBCF is the website that allows you to register for classes, check your grades, view campus groups, edit personal College information, and access online portions of courses. The website is <https://mybcf.baptistcollege.edu>.

Browsers

The browsers that have been tested and approved for compatibility with this website application are:

- [Internet Explorer 7.0](#)  for Windows XP
- [Firefox 2.0 and 3.0](#)  for Windows XP, Mac OS X(10.2 and later)

Versions later or earlier than these may or may not work properly.

Note: Java and JavaScript must be allowed, or enabled, in the browser's configuration. Popups must be allowed from this website as well.

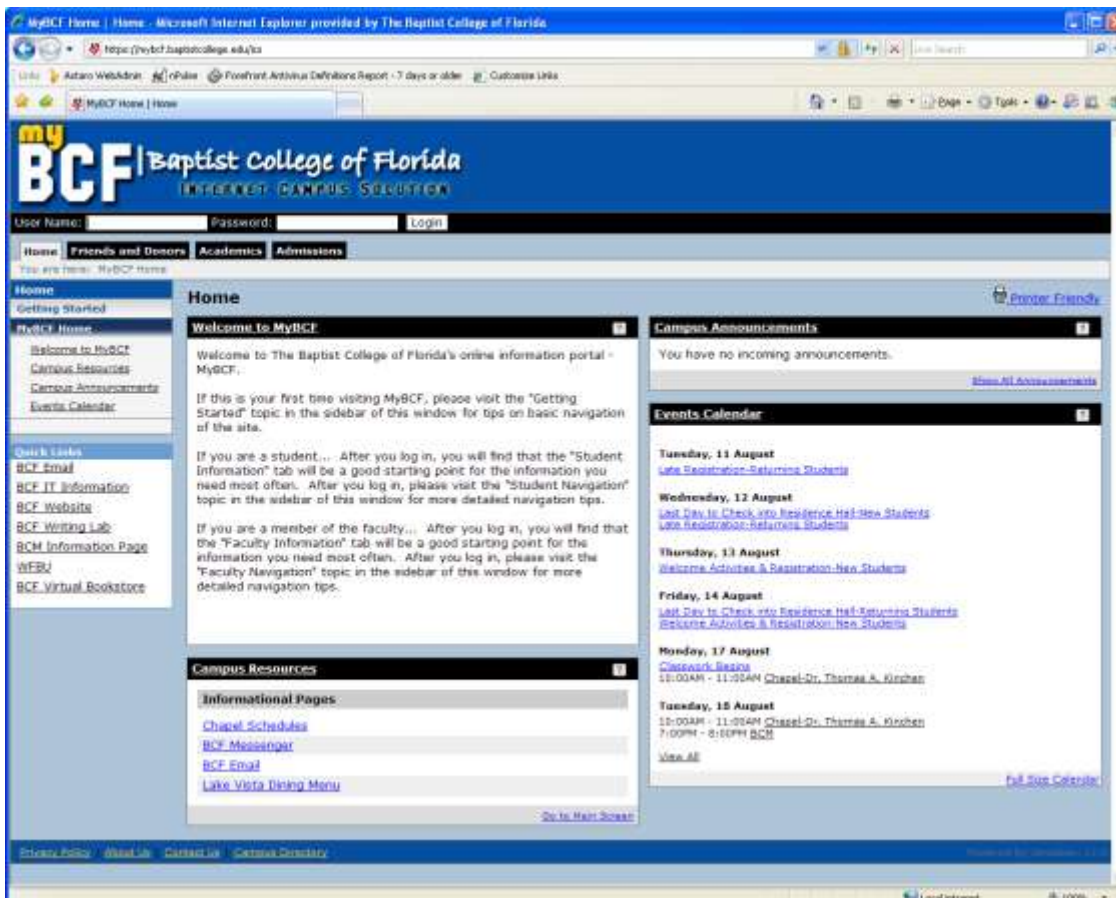
*** The above does NOT apply to using the BCF Wireless Net, only to the website <https://mybcf.baptistcollege.edu>***

Your "User Name" for MyBCF is your Student ID number; the password is your PIN.

Using MyBCF

Check out the "Getting Started" and "Student Navigation" topics on the left sidebar of the home page for tips about using MyBCF after you log in.

The following is an example snapshot of the login page for MyBCF:



BCF Wireless Net

The BCF wireless net is the college operated wireless service available throughout most of the Graceville Campus. The wireless net is currently available to faculty, staff and students, and offers fast data connection speeds.

To use the service, an 802.11b/g or WiFi device is required. Most notebooks, desktops and handheld PCs come with wireless or can have an 802.11b/g wireless adapter added. Contact your hardware manufacturer for more details about your specific device.

The SSID name is **bcf wireless net**. Access to the internet from the BCF wireless net requires the use of the BCF proxy server. The address for the proxy server is 10.1.28.1, and uses port 8080.

Send questions or comments regarding the service to IT@baptistcollege.edu.

Security of wireless networking

Wireless networking is insecure. Any user on a wireless network can spy on unencrypted traffic from other wireless users. For this reason it is important to use Secure Socket Layer (SSL) when connecting to sites or service that contain private or confidential information, by using the https prefix and not the http prefix for websites that contain personal data.

Who do I call for support?

Notify IT of wireless network problems by calling 850.263.9081, 850.263.9058 or 850.263.9020.

BCF and IT will not support computer equipment or software that is not owned by the college. In other words, IT does not provide technical support for student owned equipment. It will be the sole responsibility of the student to install and configure his or her personally owned devices and software

If you encounter problems, first make sure you have installed your wireless adapter according to the installation instructions that came with the wireless adapter, and then contact the manufacturer for support.

Can I register for a static IP/hostname?

No, BCF Information Systems only support dynamically assigned IP addresses.

Wireless network reception

If you have problems with reception, try moving the computer or wireless adapter. An external antenna has been shown to improve reception in some areas of the Graceville Campus.

2.4 GHz Devices and College Policy on Personal Wireless Networking on Campus

The BCF wireless net on the Graceville campus relies on the 2.4 GHz frequency band. Many devices can interfere. These devices include 2.4 GHz cordless phones, wireless internet routers, Base Stations, or access points, computers with wireless peer-to-peer mode enabled or operating as a software base station, 2.4 GHz video monitors or radios, and any other devices that operate on 2.4 GHz. The devices should **not** be operated on the Graceville campus due to the interference they cause.

BCF wireless net: Installing and configuring your hardware

Install and configure your hardware according to the manufacturer's specifications and instructions.

Windows XP and Vista

IT recommends that Windows XP and Vista users allow Windows to manage their wireless connections and not special utilities as provided by some wireless card manufacturers.

Windows XP instructions are provided for your convenience only. These instructions apply to computers with Windows XP SP2 or higher using Windows to manage wireless access.

1. **Right** click on the Wireless Connection Icon in the system tray at the bottom right hand corner of the screen, and select "View Available Wireless Networks"
2. You should see a list of available wireless networks. If you do not see **bcf wireless net** then you need to get into range of a BCF wireless access point.
3. If you select "Allow me to connect..." you will then be connected to the BCF Wireless Net.
4. It may take a moment, but an icon in the lower right hand corner of your desktop should eventually state that you are connected.
5. You are now ready to authenticate to the BCF Wireless Net.



If you have a problem access BCF wireless net add the following configurations

6. **Right** click on the Wireless Connection Icon in the system tray at the bottom right hand corner of the screen, and select "Status"
7. Select Properties.
8. Change to the Wireless Networks Tab. Select "Advanced." Select Access point (infrastructure) networks only. Check the automatically connect to non-preferred networks box.
9. Select Close, and Select OK

Mac OSX

Basic Mac OS X instructions are provided for your convenience only, as IT does not have the ability to test each version of Mac OS X. These instructions may not be exact for each of the versions.

1. Apple menu > select Location > select Networking.
2. Set "Show" to AirPort.
3. Make sure that under the TCP/IP tab "Configure" is set to use DHCP
4. Make sure that under the Proxies tab
 - Enter 10.1.28.1 in each field (make sure the box beside the field is checked)
 - 8080 should be included in each Port
 - Leave the bypass proxy box blank and do not check the FTP Proxy.
5. Make sure that under the AirPort tab "show AirPort status in menu bar" is checked.
6. Click "Apply Now" to save these settings. Your Mac should now be configured to use the wireless network.

Configuring a Browser

Instructions to configure your internet browser to use the proxy server:

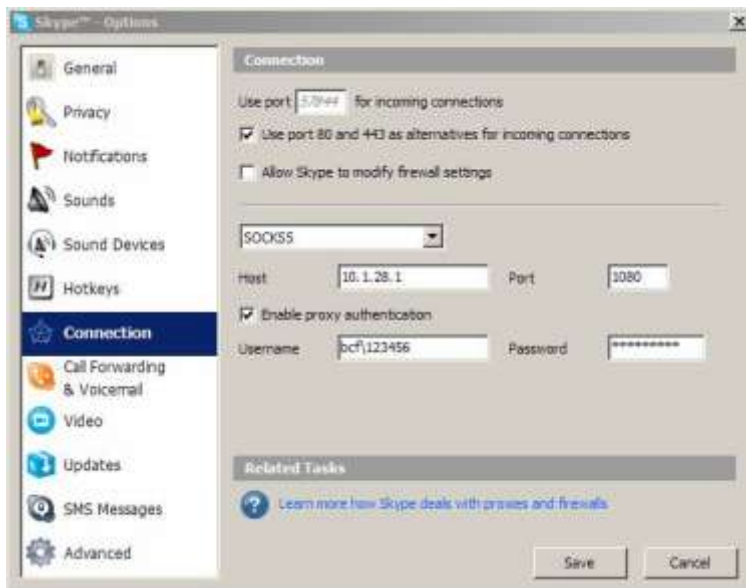
- Using Internet Explorer:
 - Tools Menu > Internet Options > Connections Settings> LAN Settings button
 - Uncheck "Automatically detect settings" if it is checked.
 - Check the use a proxy server box.
 - In the Address box type 10.1.28.1
 - In the Port box type: 8080
 - Click OK
- Using Firefox:
 - Tools Menu > Options > Connections Settings
 - Check the manual proxy configuration box
 - In the HTTP proxy box type 10.1.28.1
 - Use Port: 8080
 - Check the box for use this proxy server for all protocols.
 - Click OK

You may use a PAC file as an alternate method of configuration. A basic PAC file can be downloaded from <http://help.wireless.baptistcollege.edu/bcfwireless.pac>.

Configuring Other Software

First, verify that your Internet browser is successfully using the proxy server.

- Using Windows Media Player, QuickTime Player or RealPlayer:
 - Use Proxy Settings of the Web Browser
- Using Skype:
 - Install Skype and setup user account from an unsecured network or come to the IT Department for assistance while installing Skype.
 - Setup Skype to use a SOCKS5 proxy (10.1.28.1 on port 1080) with authentication
 - Type "bcf" and your BCF student ID in the Username field (as pictured below,) and your PIN in the password field



Instant Messaging Clients

We understand that many Graceville campus BCF students use instant messaging. We cannot guarantee that any client based instant messaging product will work through our firewall. However, the firewall will allow the use of web-based instant messaging clients that use AIM, MSN, and Yahoo services. In research, we found several web sites that can be used for this: www.meebo.com, www.koolim.com, and www.iloveim.com.

BCF wireless net: Internet access login

When logging onto the Internet, you must enter your student ID and PIN.



The image shows a Windows-style dialog box titled "Prompt". It contains an information icon and the text "Enter username and password for proxy at 10.1.28.1". Below this, there are two input fields: "User Name:" with the value "123456" and "Password:" with the value "*****". At the bottom, there are "OK" and "Cancel" buttons.

Each time you start your browser you should have to login. This does not mean every webpage you visit will ask you to login. If you browse the Internet, close your browser, and then re-open your browser, you will have to login again. The same is true if you open multiple browser windows.

Internet content filter

Most web sites are categorized, and websites that meet certain criteria will be blocked and logged. For example, all websites categorized as pornography will be blocked. If you visit a website that matches these criteria, you will see a screen such as this.



While trying to retrieve the URL:	http://www. /TESTING
The content is blocked due to the following condition:	The URL you have requested is blocked by Surf Protection. If you think this is wrong, please contact the BCF IT Department.
Report:	category not allowed
Your cache administrator is:	it@baptistcollege.edu



Powered by Astaro

If you feel that a website is incorrectly categorized, please **e-mail the website's URL** to the IT Department (it@baptistcollege.edu) so we can investigate the issue.

Internet file downloads

For your protection and the protection of the college's network, all web-based content will be scanned for viruses and spyware. When you download a file, you will see a screen like this.



The item you have requested is being downloaded

Please wait ...

URL	http://www.e-sword.net/./setup798.exe
Stage 1 of 3	downloading
Downloading	2716kb of 17789kb at a speed of 302kb/s
Estimated time left:	51 seconds
Progress	15%

After the firewall downloads the content, the firewall will then scan the content for viruses. If the file is clean, a screen will be presented that will prompt you to download the file to your computer. However, if the file is infected you will be presented with a screen that gives you information on the virus it detected, and you will not be able to download the file to your computer.

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Computer Security

Virus Protection and Firewall

It is recommended that students run a personal firewall on any computer connecting to the BCF wireless net. Microsoft Windows and Mac OS X both have built-in firewalls. Computers must be running virus protection with a virus pattern that is no more than 30 days old. It is a best practice to update the virus pattern or virus definitions every day.

Listed below for your convenience are several anti-virus resources. IT makes no guarantee as to the quality or effectiveness of these products.

AVG Anti-Virus

<http://free.grisoft.com/freeweb.php/doc/2/> (Free Edition is the well-known anti-virus protection tool.)

Avast! Anti-Virus

http://avast.com/eng/down_home.html (Free of charge for home users for non-commercial use.)

ESET

<http://www.eset.com/>

Trend Micro

<http://www.trendmicro.com/en/home/us/personal.htm>

Panda Software

<http://www.pandasoftware.com/>

Computer Associates

<http://www.my-etrust.com>

McAfee

<http://us.mcafee.com>

System Updates

Microsoft Windows

Windows Update Information: <http://www.microsoft.com/security/bulletins/automaticupdates.mspx>

To get Windows updates immediately: <http://windowsupdate.microsoft.com>

Microsoft Security Help and Support for the home user is dedicated to help you obtain support for security-related issues such as viruses and security updates. <http://support.microsoft.com/?pr=SecurityHome>

Enhance the security for a Windows PC: <http://www.microsoft.com/athome/security/protect/windowsxpsp2/Default.mspx>

Mac OS X

Get the Latest Security Updates for Mac OS X: <http://www.apple.com/support/>

To get updates immediately:

1. From the **Apple** menu, choose **System Preferences**.
2. From the **View** menu, choose **Software Update**.
3. Click the Check Now button (or Update Now in earlier Mac OS X versions).
4. In the Software Update window, select the items you want to install, then click Install.
5. Enter an administrator account name and password.
6. After the update is complete, restart the computer if required.
7. Repeat these steps to see if more updates are now available. Because some software updates are prerequisites for others, you may need to repeat these steps several times to complete the software update sequence.