

Name of Policy: Network Support for Living Center Residents
Source: Campus Technology
Date Revised: July 2015, reviewed August 2016
Form to Complete: N/A

**Policy:**

Campus Technology:

- will provide a working network connection in each room.
- will provide documentation on how to set up individual machines to connect to the Internet.
- will provide a campus email address and email password to each student for means of all KCAI campus communications
- will provide limited technical support in the following scenarios, if the initial documentation is insufficient.
- will check the NIC card, if not working properly.
- will set up KCAI network configurations to connect to the Internet, if the initial documentation isn't helpful or sufficient.

**Students:**

- will have a 10/100/1000 Ethernet card already installed by a computer store or computer technician (not KCAI technicians) to ensure that it is properly configured.
- will have a current internet browser-Mozilla Firefox, Internet Explorer, Chrome, Safari, etc. installed on the machine prior to campus hook-up (KCAI I.T. staff will not provide this service).
- will provide an RJ45 network cable. These cables may be purchased from the KCAI Art Supply Store.