

Laptop Best Practices

Warranty When buying a new personal computer, the College of Law IT Department recommends purchasing a three-year complete *manufacturer's* warranty that covers accidental damage as well as manufacturer's defects.

Security Do not leave your laptop unattended. The College of Law IT department recommends purchasing a security cable and locking your laptop using the security rings located in the Law Library study carrels.

Network Access The study carrels have open LAN access and electrical outlets. Law students must use their own Ethernet cable. Wireless network access also is available throughout the Law Library; however, wireless access is not "open." Your laptop must be configured to authenticate with your HawkID. To configure your wireless for University of Iowa access, use the instructions found

Network Usage Policy When using the University network, students are governed by the [University Acceptable Use of Information Technology Resources Policy](http://www.uiowa.edu/~our/opmanual/ii/19.htm) <http://www.uiowa.edu/~our/opmanual/ii/19.htm> Network services (e.g. Internet, Outlook Web Access, and Remote Access) are to be used primarily for the support of University of Iowa academic and work-related business.

Network file sharing is not allowed per the University Technology usage policy. File sharing includes music sharing programs such as KaZAa, LimeWire, and Napster. If you are using the University network to share or to download music, movies, or other copyrighted material without paying for them, you are in violation of the University Technology policy and are open to sanctions.

Firewall The Windows Firewall should be turned on at all times. McAfee Security Center, Zone Alarm, Norton Security, SpySweeper, and other firewall and anti-spyware programs are known to cause conflict with the University of Iowa College of Law Laptop Exam software. The College of Law IT Department recommends using only the Windows Firewall and installing the University site-license version of Symantec Norton AntiVirus.

Less Is More Do not install extraneous programs unrelated to your law school work. Downloading and installing Internet programs and games will make your laptop susceptible to spyware, virus, and Trojan attacks.

Laptop Requirements To maintain your laptop in operating condition, and for security reasons and access control, law students using a laptop on the University network should:

- register their network adapter;
- load current Microsoft Windows critical and security updates;
- install the University supported Norton AntiVirus software and run up-to-date virus definition files.

For assistance, attend a Laptop Requirements Workshop or contact the Student Computer Support staff in Room 130.

Microsoft Software The University of Iowa has partnered with Microsoft to offer discounted educational software to students. To purchase Microsoft Vista or Office Enterprise 2007, visit the IMU Bookstore.

Back-Up Frequently back-up important documents and files in the event of an operating system crash, hardware failure, or virus attack. Burn to a CD, save to a USB drive, or download to your SAFE network space.

SAFE is Student Academic File space available to students at the University of Iowa. SAFE can be used for academic-related file storage needs and is easily accessible. All U of I students automatically have 100 megabytes of SAFE disk space allocated to them. If you are logged on with your Hawk ID to a Law Library student computer workstation, open and save to the H: drive from the All Programs menu. If you are off campus or using your laptop, and have Internet access, go to <http://myfiles.uiowa.edu>. MyFiles is a web interface to your SAFE space using any browser.

Laptop Exams

Students may have the option of taking law school exams on their own laptop. The cost is \$25 per academic year. Purchase the SofTest license from the ISBA bookstore located in the law building.

Network Printing

Students with PC laptops have the option of printing to the Law Library printers. Network print drivers must be installed. Borrow the print driver installation CD and instructions from the Law Library Circulation Desk. The cost is 10¢ per page. Purchase a PrePaid printing card at the Circulation Desk; logon to the PaperCut web site with your HawkID and password; activate the printing funds by entering the code. Library network printers are located in Room 176 on the first floor.