

Technology at St. Margaret's School

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Technology is an integral part of the St. Margaret's School program. Our goal is to provide comprehensive instruction and access to information and communication to all members of our community. Our campus is wired to provide access to our computer network from all buildings and internet access from specific locations. The library's holdings are also fully computerized, allowing searches and research to take place from numerous campus locations.

All students receive both computer and library orientation as part of the opening school academic orientation program. After their orientation students must pass a basic proficiency examination before gaining access to the network. In addition, during the first semester, all new students will receive instruction in Microsoft Office through the Academic Resource Center. On-going assistance is available from members of the Technology Group.

E-Mail

Both internal and external e-mail are available. Access information will be provided during orientation.

Your internal e-mail address will be your first initial plus the first 7 letters of your last name. For external mail, you will add our school address.

Example: Mary Robinson: *mrobinso@sms.org*

In addition to our former address: *mrobinso@sms-va.com*

Internet

Whenever Internet use is required, instruction will be given. Our highly acclaimed web site at *www.sms.org*, in addition to our mirrored site *www.sms-va.com*, will give you an indication of the commitment we have made to this communication vehicle. Students have filtered internet through a proxy server with access available in dorm rooms through our LAN.

Access

We have campus computers and printers available to students during the day and evening, as well as on weekends. They are located in the Viola Woolfolk Center, the Cottage, various classrooms, and both student dormitories. There are additional outlets for connection to the network throughout the campus. Every dorm room has network outlets. Wi-Fi is available in each of the campus buildings.

Student Computers

Although computers are available throughout the campus, we highly recommend, but do not require, that you bring your own computer and printer to school for convenience, flexibility, and independence. We recommend that a computer for school work should meet the following specifications.

Recommended Computer Specifications

- 1 GHz Pentium processor or better
- 1 GB or more RAM
- 80 Gigabyte or larger hard drive
- Windows XP Professional SP3, Windows Vista Business or Ultimate, or Windows 7 Professional or Ultimate, **English Version**, installed
- Windows Office 2007 or 2010 installed
- 10/100/1000 ethernet adapter required for connection to school network
- USB flash drive to facilitate file transfer to other computers
- CD-ROM or DVD drive required for software installation
- Wireless is optional; there are access points in the library and at selected dorm locations.

We recommend that student computers on campus be connected to the St. Margaret's network as specified below. We require the computers of students enrolled in the Study Skills class to be connected according to our specifications. This is vital for communication and academic work. An ethernet adapter is required to connect to the network. During the opening weeks of school, the Network Administrator will install the Novell client software, which is required for full connectivity to the St. Margaret's network. Groupwise (email), Firefox, and McAfee anti-virus software will be installed at the same time. Any anti-virus program previously installed will be disabled. The McAfee virus scanner is automatically updated on a weekly basis to protect the integrity of our network.

Microsoft Vista is acceptable but not recommended. It can be accommodated with reduced network functionality; home folders and network printers will not be as easily accessible.

Apple Mac computers are acceptable but not recommended because the school instruction is based on Windows. We have less experience with maintenance and operation of Macs and cannot provide the same degree of support as we do for pcs. A Mac can connect to the network and access the internet without problems.

All instruction is based on Microsoft Office, which includes Word, Excel, and PowerPoint. **You must purchase your own copy of Microsoft Office. More recent versions of Microsoft Office are acceptable.** We can install it if you wish.

International students please note: Laptops are **required** to have **English language** operating systems. **We will not maintain or troubleshoot foreign language versions.**

St. Margaret's Network Administrator: Rick Kahler *rkahler@sms.org*