

# COMPUTER DEVICES

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In 1998, Clayton State University established a pioneering standard by becoming one of the first public universities to mandate the use of laptops for all students. We uphold this tradition by ensuring on-demand access to an appropriate computing device for academic tasks and communication. The integration of technology in our teaching and learning processes continues to advance. Your university email address will serve as the primary communication channel within the campus community. When selecting your device, please ensure that it meets the specific requirements of your course of study.

Every student should have on-demand access to a computer device that meets all academic assignments and communications requirements. Be prepared to take your computer to class.

Go to the **CSU Computer Requirements & Recommendations website** for hardware and software specifications and additional details.

- a. **Computer Access.** Clayton State students must have on-demand access to a laptop computer that meets faculty-approved hardware and software requirements for their academic program.
  - Student options for “access” may include personal ownership, lease, rent, or share a laptop computer that meets minimum requirements, as long as the student has regular, unrestricted access to the computer.
- b. **Available Software.** Office 365 is available for your laptop computer and other web browser-supported devices.
  - Clayton State offers all features of Microsoft Office 365 to currently enrolled students as part of the \$57.00 technology fee. Students must log in with their CSU-issued email account (<https://portal.office.com/>) at <https://portal.office.com/> to access the features. For assistance, students should contact the HUB.
  - Your email and Office 365 account depend on your Clayton State University attendance. If you stop attending for four semesters, your email and Office 365 account will be disabled, and all content will be deleted. Clayton State University graduates can keep their accounts in perpetuity, although access to Microsoft applications will be only on the web.
  - Additional software necessary for specific courses and/or programs will be available from the Loch Shop, Clayton State’s Book Store, and/or other vendors. The HUB can assist as needed with installation.
  - Antivirus software is required to access the Clayton State University network, wired and wireless. Many ISPs include free antivirus software with their service.
- c. **Internet Access.** Each Clayton State student is required to have access to the Internet and to use their Clayton State-issued email address.
  - As a Clayton State student, you are responsible for making your own arrangements with an Internet Service Provider (ISP). Check with your local providers for availability, speeds, and pricing. You are encouraged to pay careful attention to the ISP’s reputation for reliability and customer service.
  - Resident students will have Internet access provided by Clayton State.
  - To access the University network, wired or wireless, you must have up-to-date antivirus software and register your device the first time you connect on campus.
- As a CSU student, you are required to agree to and abide by the **Computer and Network Acceptable Usage Policy**. This policy is intended to clarify existing laws, agreements, and regulations regarding CSU computing resources.
- Clayton State will provide each student with an email address. The student will regularly monitor this address for assignments and official communications from Clayton State faculty and administrators.
- d. **Laptop Loaner Program.** The Clayton State University Laptop Loaner Program provides students with temporary access to necessary hardware. This program offers laptops that meet the University’s technical requirements, allowing students to access the network and complete their academic assignments. If you need a computer, click the link and fill out the **Laptop Loaner Request Form**. Laptops are available on a first-come, first-served basis, while supplies last.