ARIZONA
SUMMIT
LAW SCHOOL

ARIZONA SUMMIT LAW SCHOOL LAPTOP POLICY

Revised: August 5, 2015

In the Information Age that we now live in, lawyers today must be technologically literate. To be true to our "practice ready" mission, the Arizona Summit Law School uses modern technologies in virtually all activities of the school. Accordingly, laptops are an integral part of the Arizona Summit Law School experience. They are used not only for emailing and note taking but also for legal research, word processing, exam taking, and utilizing the digital resources provided that aid in course administration. For these reasons, Arizona Summit Law School requires all students to have a laptop computer that meets certain minimum criteria.

Students need to acquire their own computer *before* arriving for their first semester of school. Students who acquire their own laptops are advised to refer to and comply with the following minimum specifications to ensure they will be able to make use of the School's network and printing capabilities.

Minimum Laptop Specifications

The following are the minimum specifications required to be in compliance with this policy:

PC Specifications:
- **1.8GHz single core processor or 1.6GHz dual core processor** o **1 GB RAM** o **802.11 a/g/n wireless capability (5ghz preferred for best experience)** o **40+ GB hard drive** o **Anti-Virus**
    - Anti-Virus is up-to-date and enabled.
    - Recommended Anti-Virus software:
        - Windows Vista - Windows 7: Microsoft Security Essentials
        - Windows 8 - Windows 8.1: Windows Defender (built-in.) ▪ Recommended Anti-Spyware:
        - SuperAntiSpyware
        - Malwarebytes Anti-Spyware
    - Anti-Virus Software that cause conflicts with our software. Please remove them before attending ASLS.
        - Norton
        - Symantec
        - McAfee
        - Avira
- **Microsoft Office Suite 2007 or above (recommended – but not required)**

- o **Windows Operating Systems Supported**
    - All versions of Windows 8 (except for Windows 8 RT for ARM-based devices)
    - All versions of Windows 7
    - All versions of Windows Vista (except for Media Center)

Apple Macintosh Specifications:
- o We support all Apple Macintosh laptops that have an Intel based processor, and have OSX 10.7 or greater installed.

(Specifications may be changed, with notice, as technological advances occur.)

Tablets are not supported

With the increasing use of tablet computers (iPad's, Android Tablets, Xooms, Etc) we would like to let you know that while you can connect to wireless on campus for browsing along with general typing – we do not support tablets. Features such as printing and Exam4 software are not compatible with tablet operating systems. While tablets may be a great supplement to your Laptop, they cannot be used as a primary computer since they exclude key features that you will need.

Financial Aid/Loan for Purchase

Students who purchase a new laptop to comply with this requirement may have their financial aid packages revised, if applicable. They can ask to have their Cost of Attendance adjusted to include the average cost of a recommended laptop. Students who do not receive financial aid may apply for a private loan. Please see the Financial Aid Department with further questions.

Laptop Examination Software

The Arizona State Bar offers the administration of the Arizona Bar exam electronically using Exam4. The Law School offers students the option of taking examinations on a laptop computer using the same technology. Taking exams on a laptop computer is voluntary, and students will have the option of handwriting their examinations. Exam4 functions natively on Windows and Apple's Macintosh laptops (only on supported OS versions—see specifications above.)

Free Software

Installation of the following software will be done at the students' own risk. Arizona Summit Law School will not be responsible for installing or troubleshooting any of the software below.

Microsoft Office 365

While you are an active student at ASLS, you will have a license to use Microsoft Office 365, which includes Word, Excel, and PowerPoint. Once you cease being an active student, whether you transfer, graduate, or leave the school for any reason, this license will terminate and you will be unable to use these products.

Instructions to install Office 365 for both Mac and PC can be found in their respective folders on Juristec here:

https://juristec.azsummitlaw.edu/departments/IT/SharedDocuments/Forms/AllItems.aspx?Root Folder=%2Fdepartments%2FIT%2FSharedDocuments%2F1%20%2D%20Students%2FWindows%2 0and%20Office%20Guides&InitialTabId=Ribbon%2EDocument&VisibilityContext=WSSTabPersist e nce

Support Levels

1. **Standard Support.** A student with a laptop that meets the School's minimum configuration requirement can expect Summit Law assistance with limited school related issues. Software supported would include network connectivity, printer connectivity, Exam4 and other legitimate software that is necessary to facilitate your education at Arizona Summit Law School. Standard support does not extend to software installed by the end-user (i.e. ITunes, Yahoo Messenger, MSN Messenger, etc...). It is solely your responsibility to keep your antivirus, antispyware and firewall up to date and run regular scans. If for any reason you contract a virus, spyware, malware or any other variant of malicious software on your laptop, it is your responsibility to remove it.

2. **No Support.** Students who purchase or use laptops that do not meet the requirements in their entirety are not guaranteed any level of support through Summit Law. These students may not be able to utilize the Summit Law network or be able to print from their laptops on campus. This includes a student who purchases his or her own laptop that <u>does not</u> meet the minimum specifications. All laptops not owned by the individual student (i.e. employer owned laptops, and laptops owned by friends or family) will not be supported by the School.

Note: If and when an IT support person verifies your laptop does not meet the minimum specifications, you will be made aware that we are unable to support your laptop. At that point, it is the student's responsibility to obtain a laptop that meets or exceed the minimum specifications.