

# **Information Technology: Open Computing Facilities Usage Policy Disability Services Adaptive Lab**

## **Policy Statement:**

This policy establishes rules, regulations and procedures for usage of the open computing facilities in Disability Services Adaptive Lab at Fitchburg State College (FSC). The use of this open computing facility is a privilege, not a right, which may be revoked for violations of the rules, regulations and procedures established by this policy. By using the Disability Services Computing Facilities at Fitchburg State College, the patron agrees to abide by the FSC Open Computing Facilities Usage Policy as set forth by the Information Technology Department.

- 1. Access to the open computing facilities includes:**
  1. Use of the computers, printers and other equipment available in the facilities.
  2. Use of software available locally on the computers and remotely on the networks.
  3. Use of the Internet and E-mail.
    - a. Currently registered students, and other authorized patrons may have access to the Disability Services Adaptive Computer Lab.
- 2. Ethical Use**
  1. To respect the privacy and intellectual work of other patrons, unless permitted by the owner of a file or account, one should not read, open, copy or modify any data or information in that file or account even if it is available on a computer in the lab.
  2. Lab computers are to be used for academic purposes. Using a lab computer for prolonged personal on-line chat, game playing, commercial or for-profit purposes, pornography viewing, printing or distribution, or any other non-academic activity is not acceptable.
  3. To respect the rights of others, one must not use a lab computer to generate or distribute any data that contains explicit or implicit sexual or racial harassment in any form.
  4. The computer labs are study areas. One should not engage in loud conversations or other disruptive activities in a class or non-class setting.
  5. Printers are expensive resources to maintain, and should be used in the following manner:

