

# **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:

- a. Mass production of documents is not allowed; limit printouts to 2 copies of a document and only 25 pages at a time. Larger copy jobs should be done on a copier or sent to FSC Press.
- b. Documents should be spell and grammar checked on screen before printing.
- c. Only lab assistants or designated staff members are allowed to load printer paper.

### **3. User Responsibilities**

1. To notify the appropriate lab assistant if there is any problem in the computer lab.
2. To prevent personal data/file loss in the event of system crash, or system refresh on a lab computer, it is solely the patron's responsibility to protect his/her own files by saving them to a removable storage device at all times.
3. When using a lab computer to access any authorized personal or shared accounts, it is solely the patron's responsibility to protect his/her login name, password and any other required identification.
4. When finished using a lab computer, it is the patron's responsibility to remove his/her own files which may have been saved on the hard disk, close all applications and accounts. Negligence of the above responsibility by the patron may result in unwanted disclosure of his/her personal information by others, or any other consequence, which will be solely at his/her own risk.
5. When using instructional specific software on a lab computer, the student should seek assistance from the instructor who has required or approved using the software for a particular course project or assignment.

### **4. Lab Administration**

The Disability Services Adaptive Computer Lab, is administered by Information Technology in terms of hardware, software and network support. The Adaptive Lab Supervisor is the immediate responsible administrator and should be contacted with any questions or problems.

1. To ensure that the open computing facilities are used only by eligible patrons specified in Section 1.1 and 1.2, patrons must follow check-in/checkout procedures required at the computing facilities.
2. Food, drinks, pets, smoking, defacing the facilities, or playing loud audio is strictly prohibited in all Open Computer Labs on campus, including the Disability Services Adaptive Computer Lab.
3. All computers in the open computing facilities are maintained on a regular or as needed basis by Information Technology staff. All unauthorized files found on the hard disks will be purged without notice.
4. Unless authorized by Information Technology staff, any attempt to modify computing equipment in the Disability Services Adaptive Computer Lab,

including, but not limited to, removing, disassembling, reassembling or installing hardware components, changing cables or wires is strictly forbidden.

5. Unless authorized by Information Technology staff, any attempt to install or remove software, change configuration, or copy FSC licensed software from a computer in the Disability Services Adaptive Computer Lab is strictly forbidden.
6. To retain system integrity, security software is used by Information Technology on all computers in the Disability Services Adaptive Computer Lab. Patrons are not allowed to compromise this security protection.
7. To use instructional software on computers in the Disability Services Adaptive Computer Lab, requests for software installation, together with the original software and a copy of the licensing agreement, must be submitted to the Computer Lab Supervisor **21 days before the beginning of the semester** in which the software is needed.