Adaptive Technology Lab Policies

- The AT lab is located in rooms 105 and 107 Frist Hall and is open 8 am to 5 pm, Monday-Friday.
- Until we can provide more comprehensive technical support, the AT lab is open only to students registered with the Disability Resource Center (DRC).
- The AT lab is also used as a testing facility by DRC. Students scheduled to use the AT lab for testing purposes will take precedence over other students needing access to the AT lab.
- All users of the AT lab must sign in and out on the sign in sheet located by the door to the AT lab.
- All users of the AT lab must alert DRC staff of their presence upon arrival.
- All users of the AT lab are expected to use the hardware and software of the lab in a responsible, adult manner. Downloading, creating, displaying, or printing of offensive materials will not be tolerated.
- The AT lab must maintain a quiet, library atmosphere that is conducive to study. We reserve the right to remove disruptions in order to maintain that atmosphere.
- Group study sessions are not permitted within the AT lab. There are only enough chairs in the lab to accommodate actual users. Additionally, we have determined over time that group projects can become loud and disruptive to the intended library like environment. It is our intention to accommodate users working individually on similar projects.
- No food or tobacco products are allowed in the lab.
- NO radios or tape players are allowed in the lab unless used with earphones.
- Users MUST NOT download, copy documentation, programs, files, or data. The usage of state resources to violate federal copyright laws is a crime which is being extensively prosecuted.
- Users MUST NOT install applications on the hard drive of the computer. NO files are to be saved on the hard drives! No exceptions. Software included in the back of current textbooks will not run without actually installing it on a personal computer. Installation of these textbook copies could void the license for the student and would expose the university to copyright liability issues if the software was installed on more than one computer.
- USB keys, called Flash drives or thumb drives by some, are very affordable and have no moving parts. Save often no matter the storage method. Again, NO files are to be saved on the hard drives!
- Users will report all computer, printer, and disk drive malfunctions to DRC staff.
- PLEASE BE CONSERVATIVE with printouts. Total printing **per day** must be limited to 20 pages per user.
- ALL WASTE PAPER produced by printing MUST be placed in the recycling bin in the hallway. ALL OTHER TRASH should be placed in trashcans.
- Cell Phone use should be outside the labs. While we do not require ringers to be off, we do insist that you keep the volume of the ringer low and actually leave the lab to take a call. Your courtesy to other users is appreciated.

Violation of these rules may result in ejection from the lab and disciplinary action as deemed appropriate under the applicable provisions of University handbooks and Tennessee Law.

Code of Computing Practice for UTC Users

All UTC users should practice ethical behavior in their computing activities since they have access to many valuable and sensitive resources and their computing practices can adversely affect the work of other users. UTC has the responsibility of making its computers accessible for legitimate and innovative uses, while at the same time securing its systems to a reasonable and economically feasible degree against unauthorized access. This responsibility includes informing users of expected standards of conduct and the punitive measures for not adhering to them.

The list below constitutes a Code of Computing Practice for UTC users. Disciplinary action for violating the code shall be governed by the applicable provisions of the student handbooks, faculty and staff handbooks, and personnel policy manuals for the University of Tennessee at Chattanooga.

- Users must access only those computer accounts which have been authorized for their use. Printouts etc. must be labeled with the user's name so that responsibility for the work can be determined and users can be contacted in unusual situations.
- Users are responsible for the usage of their computer accounts. They should maintain secure passwords and take precautions against others obtaining access to their computer resources.
- Computer accounts must be used only for the purposes for which they were authorized. For example, research codes should not be used for non-research work or private consulting, while class accounts should be used for classroom activities only.
- Users should follow the published procedures for accessing the computing systems.
- Users must not access or copy the programs and data belonging to UTC or to other users unless they have prior authorization to do so. Users should not attempt to access files for which they do not have authorization. Programs, subroutines, and data provided by UTC may not be taken to other computer sites without permission.
- Users should minimize the impact of their work on other users. Users should not attempt to encroach on others' use of the facilities or deprive them of resources.
- Users must not attempt to modify system facilities or subvert the restrictions associated with their computer accounts.