

SAASS COMPUTING SERVICES

ACCEPTABLE USE POLICY

Revision date: 2020-03-27

The facilities of the Student Athlete Academic Support Services Computing Lab consist of several personal computers, printers, and servers. Use of these facilities is restricted to student athletes and SAASS staff only.

Use of the lab computers also requires a login – until further notice, this login is the same for all machines & will be posted on the whiteboard at the front of the room.

SAASS Computing Services consist of two main areas; the main lab located in W343 Lane Stadium – West Side, and the electronic support services and programs provided through the SAASS website at https://www.saass.vt.edu/content/saass_vt_edu/en/saass-services/saass-computing-services.html/.

Below are the general guidelines that apply to all users. The guidelines are subject to change. It is your responsibility to read the guidelines and to keep up with changes.

SAASS computing services guidelines

1. General

Computing facilities are provided for the use of SAASS students and staff members. It is expected that all users will make use of the facilities in a manner that is ethical, legal, and not contrary to the interest of others, including the University.

The basic guidelines are that any use must be legal and not such as to interfere with use by other authorized users, nor compromise the confidentiality of the University computer systems.

All users of SAASS Computing Services must abide by the guidelines set forth by SAASS, the Virginia Tech Athletics Department, NCAA, and those specified in “Acceptable use of Information Systems at Virginia Tech.” (<https://vt.edu/acceptable-use.html>)

2. Notice

If the guidelines have provisions with which you do not agree, please notify Tim Roberts in the lab, describing your concerns/suggestions. Otherwise, it is assumed you have reviewed,

understood, and fully agree to conform to all guidelines governing the use of the SAASS Computing Services.

3. Disclaimer

Student Athlete Academic Support Services assumes NO RESPONSIBILITY for any damage to or loss of data arising directly or indirectly from the use of these or other facilities or for any consequential loss or damage. It makes NO WARRANTY, expressed or implied, regarding the computing services offered, or their fitness for any particular purpose.

4. Failure to abide by the guidelines described below and in related documents may result in denial of access to the computing facilities and connected services:

- A) You may only use those facilities that have been authorized for your use. If access is protected by a password, you are not to make this password available to others. You may not use any account set up for another user, nor may you attempt to find out the password for another user.
- B) Use of the lab computers to duplicate copyrighted files without permission is not allowed – this includes use of BitTorrent, making unauthorized copies of streaming videos (Youtube), or any other file sharing/copying service.
- C) You may not interfere with the operation of the computing facilities, or engage in any activity that might be harmful to the systems or to any information stored thereon. This includes, but is not limited to, creating and/or propagating viruses, disrupting service, or damaging files.
- D) Installation of additional software on the SAASS lab computers is not allowed without administrator access. If you need software installed, please speak with Tim Roberts for assistance. Any unauthorized software found will be removed.
- E) You may not attempt to subvert the security of any of the University's computing facilities and services.
- F) You may not use the computing facilities or services to send messages that are obscene or otherwise harassing in their intent. Possession and/or viewing of files which may be deemed offensive or pornographic is strictly prohibited.
- G) Computers that are left logged in but unattended for an extended period of time will be logged out/rebooted. Please make sure to save a copy of your work before you leave.

5. Computer Lab

- A) Do not close the door to the lab or turn off the lights unless a SAASS staff member has specifically instructed you to.
- B) The lab is meant to be a quiet and productive environment for the use of all. Please refrain from disruptive activities such as loud yelling & conversations, playing loud music/videos without earphones, etc.
- D) Using the lab as an area to sleep, laying on the floor, sitting on the desks, etc., is not permitted. This is necessary to keep the area clear for everyone to use, and avoid damage to the furniture.
- C) If something breaks, please let a staff member know immediately so it can be fixed before it impedes the next user of that computer.
- D) You may not remove any equipment from the computer rooms without express permission.
- E) No tobacco products of any kind may be used in the computer labs.
- F) Beverages and food are allowed in the computer labs on the below conditions:
 1. Please sit at the provided study desks, away from the lab desktops.
 2. All beverages should be in spill-proof containers whenever possible.
 3. If you make a mess, immediately clean it up.
 4. If you spill a drink or food on any equipment, notify a staff member immediately.
 5. Properly dispose of all trash.

6. Printer Usage

Every computer in the SAASS lab has been assigned a default printer, which is the Konica Bizhub printer next to the back table.

Use of the printer is not currently monitored per student, but this may change in the future and/or your advisor may be informed if it becomes apparent that your use of the printer is excessive. This may also be the case if you are identified as regularly printing documents and then not picking them up from the printer – please take what you print, and consider reading a document electronically rather than printing, whenever possible.

If the printer develops a paper jam or any other error message(s), including being out of paper, please notify a staff member immediately. Do not attempt to open or repair the printer yourself.

