SAASS COMPUTING SERVICES ACCEPTABLE USE POLICY

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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.

All of these computers require an account to be activated in your name. To obtain an account, you need to provide a signed "Use of SAASS Computing Services" form to your advisor, a lab monitor, or the systems administrator. The systems administrator will notify you by e-mail of account activation within three working days.

The SAASS Computing Services consist of three main areas; the main lab, known as the H.E.A.T Lab, located in W343 Lane Stadium – West Side, the Assistive Technology (AT) Lab located in W343B Lane Stadium – West Side, and finally the electronic support services and programs provides through the SCS website at http://www.saass.vt.edu/computing/.

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." (http://www.policies.vt.edu/acceptableuse.html)

2. Notice

If the guidelines have provisions with which you do not agree, please notify the systems administrator 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) You must be aware of the law of copyright as it affects computer software. Software must not be copied except with the expressed permission of the copyright owner. Note that a formal copyright need not be in evidence in order for copyright protection to be in force.

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 any software not authorized by the SAASS Systems Administrator is strictly forbidden. If you need software installed, just ask.

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) Do not leave yourself logged in when you leave the computer room for an extended period of time (5 minutes).

H) You may not violate the guidelines for the use of the computer rooms as outlined in section 5 below.

5. Computer Rooms

A) You may not compromise the security of the door lock. This includes, but is not limited to, propping the door open and allowing people outside of Virginia Tech Athletics into any of the computer labs.

B) You may not intentionally or unintentionally interfere with the work of another authorized user in the computer room. This includes but is not limited to:

 1. **Abstaining from offensive language and loud or obnoxious behavior.**
 2. **Talking on your cell phone.**
 3. **Maintaining Proper personal hygiene.**

C) If something breaks please let the administrator know so it can be fixed before another user complains. You will not be held responsible for accidental breakage of equipment.

D) You may not remove any manuals or equipment from the computer rooms.

E) No tobacco products of any kind may be used in the computer labs.

F) No animals are permitted in the computer labs.

G) No food of any kind is permitted in any of the computer labs.

H) Beverages are allowed in the computers labs on the conditions that you:

 1. All beverages are in a spill-proof container.
 2. If you make a mess you immediately clean it up.
 3. Properly dispose of all beverage related trash.

6. All Web Traffic is Monitored

All SAASS computer web traffic is monitored using a proxy server. This means that traffic that is deemed inappropriate will be blocked and logged. If you need access to blocked site, please see the systems administrator.

7. Printer Usage

Every computer provided by SAASS Computing Services has been assigned a default printer. When you logon to a computer, you will have access to the nearest printer to your computer. Please note that due to excessive printer usage in the past, use of all printers is now monitored and should you print an excessive amount of documents throughout the semester, your SAASS advisor will be notified as such. From that point, you and your advisor will work out a plan to ensue that you do not print excessively while not losing the privilege of being able to print in the future.