SAASS Computing Services
Orientation Guide

Our Mission:

The mission of SAASS Computing Services (SCS) is one to enhance the academic experience of each student-athlete through provision of advanced technology.

SCS will make available hardware which can be accessed through well maintained labs stocked with high quality desktop and laptop computers and backed by state-of-the-art servers. Network services will be maintained to facilitate printing needs and data storage. Additionally, it is our goal to offer a combination of custom designed, purchased, and free software to allow the student-athlete to meet their educational requirements.

Acceptable Use Notice:

➡ *Please read*: http://www.policies.vt.edu/acceptableuse.html

The university considers any violation of acceptable use principles or guidelines to be a serious offense and reserves the right to copy and examine any files or information resident on university systems allegedly related to unacceptable use and to protect its network from systems and events that threaten or degrade operations. Violators are subject to disciplinary action as prescribed in the Honor Codes the University Policies for Student Life and employee handbooks., Offenders also may be prosecuted under laws including (but not limited to) the Communications Act of 1934 (amended), the Family Educational Rights and Privacy Act of 1974, the Computer Fraud and Abuse Act of 1986, The Computer Virus Eradication Act of 1989, Interstate Transportation of Stolen Property, The Virginia Computer Crimes Act, and the Electronic Communications Privacy Act. Access to the text of these laws is available through the Newman Library Reference Department.

➡ As allowed by the VT AUP, all of our computers must pass through an iPrism Proxy Server where all network traffic is monitored to prevent access to inappropriate web-content. If you need access to a web-site, please see the systems administrator.

The Computer Lab:

The computer lab will be consists of 2 main rooms:

- The HEAT Lab – 25 Dell Workstations located in W343 Lane Stadium
- The AT Lab – 3 Workstations located in W343B Lane Stadium

The hours for these labs as based upon when the SAASS offices are open. Please check the schedule posted on the door of the lab or at http://www.saass.vt.edu/computing/ to if there is a scheduled variation in any of these times.

➡ To logon to a computer in one of the computer labs:

- You must use your own user account. If you do not have one, you can request one by getting a form from the computer lab or printing one out off of the SAASS Computing Services website at http://www.saass.vt.edu/computing/
- You can request an individual user account by following the guidelines specified at http://www.saass.vt.edu/computing.php.

File Storage:

➡ Remember that if you need to save something on the computer and use it again later, the file you saved may not be there when you return. The SCS staff does not guarantee that any files you save to the desktop or in the 'My Documents' folder will not be tampered with or deleted. If you need your file, please remember to e-mail it to yourself, copy it to a floppy disk, or copy it to a USB Flash Drive.

Auto-Logoff

Please note that the computers are programmed to auto-logoff an inactive user after a total of six minutes; a one minute warning will be given after five minutes.

Proper Lab Behavior:

- Keep noise to a minimal level so as not to disturb those around you.
- Remember to log-off the computer when you are finished.
- Properly dispose of trash; do not leave it on the computer desk.
- Try not to waste paper by printing only what you need.
- No Tobacco products are allowed in the labs, this includes chewing tobacco.

- Do not try to install programs on the computers; if you need something installed, see the systems administrator.
- For the full version please download the following form: http://www.saass.vt.edu/docs/scs_aup.pdf

Road Warrior Laptops:

The Road Warrior Laptop loaner system was setup to aide those student athletes traveling to an event that need a computer to fulfill their academic requirements while on the road. Please be aware that there are only 12 laptops available and they are available on a first come first serve basis. In order to borrow you a laptop you must meet the following requirements:

- Have a completed Road Warrior Request form with the following
    1. Reason for request (What you need to do academically)
    2. Date(s) of event
    3. Coach's signature
- SAASS staff approval
- Not already have a laptop computer
- Be aware of the fact that the laptop must be returned by the next day after you return from your event.

Forms are available in the SAASS office and on the website at:

http://www.saass.vt.edu/computing/