I. Network and Technical Services Information Technology Support provides Open Computer Labs on all Pellissippi State campuses. Computers may be used on a first-come/first-served basis by students. Students are required to log onto computers using their general account information. The student general account provides access to e-mail, internet, etc. All students, full-time and part-time, will receive a student general user account when they are admitted to the College.

II. Open Computer Lab locations include:
   i. Hardin Valley Campus - ERC, Room 327
   ii. Blount County Campus - Room 174
   iii. Division Street Campus - Room 208
   iv. Magnolia Avenue Campus - Room 140D
   v. Strawberry Plains Campus – Room 2654

III. The Open Computer Labs are reserved for general student use and may not be scheduled for classes. Open computer Lab hours of operation are posted in each lab and on the Information Technology Support homepage at www.pstcc.edu/departments/itsc/. Laboratory assistants are on duty during Open Computer Lab hours.

IV. Open Computer Lab users agree to the following:

   A. When entering an Open Computer Lab to work on the computers, students are automatically signed in when they log on to a computer. Users may be asked to present a valid Pellissippi State ID card or a valid driver's license if they need assistance.
   B. Users agree to abide by Pellissippi State Policy 08:13:05-Computer System Use and by all copyright laws and policies. The unauthorized copying or use of software is a violation of the copyright law and is subject to the penalties provided by law. Persons observed violating the copyright law or the Computer Usage Guidelines will be reported to the appropriate college authorities.
   C. Computer users must provide their own media or save files to the users’ H: drive. Files inadvertently saved to the hard drive will not be available after the computer has been rebooted.
   D. No food or drink is allowed in the Open Computer Labs.
   E. Users are asked to keep noise to a minimum in respect for others who are also working in the room.
   F. Group work/projects are not permitted. Group study rooms and laptops are available for this purpose.
G. Game playing and participation in chats are not allowed except for activities that are part of the academic coursework.

H. Cell phone use is not permitted.

I. According to Pellissippi State Policy 08:19:00 - Minors on Campus, minors are not allowed in Open Computer Labs.

Approved: Executive Council, March 4, 1991
Approved: President Allen G. Edwards, May 7, 1997
Approved: President Allen G. Edwards, August 5, 1999
Approved: President Allen G. Edwards, May 18, 2001
Approved: President Allen G. Edwards, August 27, 2001
Approved: President Allen G. Edwards, March 10, 2003
Approved: President Allen G. Edwards, March 31, 2003
Approved: President Allen G. Edwards, April 19, 2004
Approved: President’s Staff, June 6, 2005
Approved: President Allen G. Edwards, May 8, 2006
Reviewed/Recommended: President’s Staff, July 23, 2007
Reviewed/Recommended, President’s Staff, April 14, 2008
Approved: President Allen G. Edwards, April 14, 2008
Editorial Changes: August 10, 2010
Reviewed/Recommended: President’s Staff, May 9, 2011
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Editorial Changes: September 26, 2012
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