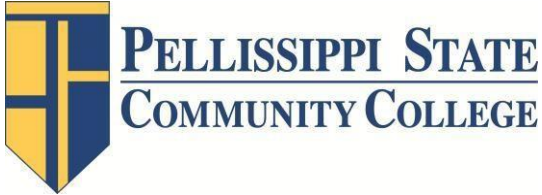


**POLICY 08:04:03**  
**INFORMATION TECHNOLOGY**  
**SUPPORT OPEN**  
**COMPUTER LAB**



- 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 -Room174
  - 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/](http://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

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