# ATIC Lab Rules of Use 2013-2014

## Intended Use of ATIC

MIT IS&T (Information Service and Technology) provides the ATIC computer cluster for students who need assistive technology hardware or software to either work at a computer or read their course materials with technology assistance. Similar to a library, ATIC users are expected to work as quietly and as independently as possible to ensure others can concentrate on their work. Activities that interfere with the core mission of ATIC to provide a quiet technology-oriented workspace may need to be limited or, in some instances, prohibited altogether.

## MIT Policies

ATIC rules of use incorporate all relevant MIT Policies, the most relevant of which are referenced below. Failure to comply with MIT policies, MIT Network, Athena, or ATIC rules could result in loss of ATIC lab access and privileges.

* MIT Network Rules of Use <http://ist.mit.edu/services/athena/olh/rules#mitnet>
* Policy on the Use of Information Technology <http://web.mit.edu/policies/13/13.2.html>
* Privacy <http://web.mit.edu/policies/13/13.2.html#sub4> (All records of client interaction with ATIC staff are kept private and users are bound by the same MIT privacy policy and expected to respect and protect the privacy of other lab users or customers visiting the lab)
* Reproduction of Copyrighted Material <http://web.mit.edu/policies/13/13.5.html>
	+ Students requesting e-text or other alternate media from a publisher are required to have purchased a published copy of the text, which is protected by copyright law.
	+ If electronic files are not provided by the publisher, a qualifying student may be given permission by the publisher to have his/her own print copy of the text scanned. Books that are scanned are reproduced by permission of the publisher. Any further reproduction or distribution of these materials is an infringement of copyright law.

## ATIC Policies

### Priority of Use

Students approved by Student Disabilities Services to use assistive software and hardware to work on academically related projects have first priority on all machines at all times. Students employed by ATIC have second priority. Guests and helpers must have permission of ATIC staff to use machines.

### Hours

* 1. Students given access to ATIC (via MIT ID card) are welcome to enter and use the lab at any time with the exception of times we may need to close the lab for staff meetings, facilities maintenance, etc. We will let you know of any times we are closing the lab by sending email.
	2. Staffed hours – In general, ATIC staff are available Monday through Friday from 9 AM to 5 PM if the Institute is open.

### Email Lists

* 1. All lab users are added to an email list atic-keys@mit.edu. This list is used for the purpose of informing users of lab closures, machine/server technical problems or outages, and occasional informational messages. We do not advertise or give out the list to anyone to keep the mail to a minimum. We request you do the same.
	2. All ATIC staff and student consultants are on the atic@mit.edu list. Send email to atic@ if you have any technical problems or questions.

### General

* 1. The lab is a shared work environment. Please respect the needs of others. One of those needs is quiet. ATIC staff and users alike must keep noise at a minimum.
	2. Always return a workstation to the condition in which you found it when you arrived. Take your things with you. Do not leave books, papers, or other items at workstations. If a few items are needed for private study, you may request space on bookshelves that do not block access to computers.
	3. Absolutely no bicycles, scooters, or other sports equipment are allowed in the lab. Push the chairs under tables and do not leave any obstructions in the walkways. Obstructions are a safety hazard to other users.
	4. Do not remove any ATIC office supplies or equipment. If you use our anything, return it to its original location.

### Guests and Helpers

* 1. Guests are welcome only when accompanied by the lab user and only for a short period of time (under 10 minutes). If you need converse with a guest for more than 10 minutes, please leave the lab. Guests are not to use the computers or any common facilities (i.e., printer) without special permission.
	2. Helpers are guests: they are welcome to meet you in ATIC, but all tutoring/helping work must be done in another location.

### Telephone and Mobile Voice Usage

#### Phones provided by ATIC

* + 1. 253-7808 is our ATIC business phone located on the counter. Only ATIC staff is permitted to use this phone.
		2. 253-0662 (next to the Athena Station) is a phone with which you may make campus or emergency phone calls. It is not for personal phone calls unless you have an emergency and no other phone. If you need to use the phone, keep your call brief (under 5 minutes). ATIC staff does not answer this phone and will not take messages. Never forward your phone to our phone lines.
		3. 258-5911 is the ATIC TTY phone line.

#### Personal Mobile or VoIP Devices

* + 1. Personal phone calls should not be conducted in ATIC. Personal mobile devices should be silenced. If you need to answer a call, please leave ATIC.
		2. Skype or other IP phone calls are also not permitted in ATIC.

### Computer Equipment and Software

* 1. Lab machines are shared resources. If someone else needs to use a computer, please limit your usage to 2 hours at a time. If getting access to a machine becomes a problem for you, please alert ATIC staff.
	2. If you are logged into a computer or lock it and leave it unattended for more than 20 minutes, we reserve the right to log you off.
	3. Do not store personal files locally on any computers in the lab. Use your folder either on Athena or ATIC User Drive (on Gaeta.mit.edu), an external device. We cannot guarantee that your documents will be on a local machine if you save them there. We, do, however, back up our fileserver daily.
	4. There is a quota of 2 GB data on your user drive (U) on our lab server.
	5. Don't change the software configuration on any equipment without permission.
	6. Do not remove hardware or software from the lab or a computer. If you need to change the configuration of any station, please ask ATIC staff. Software on ATIC lab machines is there for academic uses only. We cannot install software for a lab user’s personal use.
	7. Only use equipment for which you have been trained and cleared for use. If you wish to use other equipment or software, please ask an ATIC consultant.

### Food

* 1. Allowing food in ATIC is an extra privilege, not a requirement of ATIC. ATIC reserves the right to ban food and remove food related items from the lab at any time if any user consistently violates our food policy, which is:
	2. Do not leave any food or food items in ATIC that you are not currently using.
	3. Eat at the center tables where there are no computers.
	4. Properly discard all food and containers. If they are messy, take them out of ATIC to throw them away.
	5. The water cooler is for drinking only. Do not use the water for any other purpose.

### Problems

If you encounter any problems when working in the lab, send mail to atic@mit.edu or call 617-253-7808 specifying the problem and any actions you took.

## Lab Usage Termination Date

Some students are given an estimated date when they are expected to cease using the ATIC lab. If no date is given, the termination date is your graduation date. Other dates may be extended by Student Disability Services, but otherwise access will be terminated. We will give you notice before we terminate your access.

I agree to abide by the ATIC lab rules of use:

**Name:**

**MIT ID:**

**Signature:**

**Date:**