

## Assistive Technology Lab Policies and Usage Agreement

Accessibility Services, 123 Row Hall, [counseling@westga.edu](mailto:counseling@westga.edu), (678) 839-6428,

<http://www.westga.edu/accessibility>

Updated May, 2016

### What is the assistive technology (AT) lab?

The assistive technology (AT) lab is a space for students to support and enhance their academic experience on campus. The AT lab is located on the first floor of the Ingram Library next to the government documents section (when exiting Starbucks into the library, travel straight ahead and the lab is located in the alcove to the right). Activities allowed in the AT lab are limited to the following:

- Use of the provided technology, including
  - Dragon Naturally Speaking,
  - Omnipage Ultimate,
  - JAWS,
  - Read and Write Gold,
  - CameraMouse, and
  - ClaroRead Suite,
- Quiet study (reading, reviewing notes, completing homework), and
- Discussions of an academic nature, provided that the discussion does not disrupt others.
- The AT lab is also where most accessibility services and programs are held, including the Anchor Program and the Cornerstone Group. No student will be allowed to use the lab when it is being used for the Cornerstone Group or other group programs or workshops. A list of scheduled events is available on the Accessibility Services website and will be posted in the AT lab.

**Students wishing to obtain access to the AT lab will be required to sign the Assistive Technology Lab Usage Agreement on page 3. Once this agreement is returned to Accessibility Services, access (ability to swipe their card to enter the lab) will be granted.**

### What are the AT lab rules?

- Food and drinks are not allowed at the computers.
- Students may use the equipment for one hour after they have signed in. If there are no requests for the equipment, students may stay longer than one hour, but may be asked to give up a workstation if other students subsequently request access to the equipment.
- Care should be exercised when operating lab equipment. Students are not allowed to change the control panel settings, add or delete programs, or alter the computers in way.
- Copying computer software or other copyright protected data is prohibited.
- All personal items are to be kept under the desk and out of the walkway.
- Headphones are required for students reading audio books. Users are required to supply their own headphones.
- **Noise is to be kept at a minimum.** All phone and personal conversations should be taken out of the AT lab.
- Students are not allowed to bring other students into the lab. Only those students who have been granted access by Accessibility Services are allowed. The library provides plenty of other options for those needing a group meeting or group study space.

- Trash should be disposed of and all students are expected to clean up after themselves.
- The AT lab phone AND laptop computers are for staff use only.
- The ITS Acceptable Use and Ethics Policy ([http://www.westga.edu/its/570\\_1379.php](http://www.westga.edu/its/570_1379.php)) applies to the use of this lab.
- All UWG Student Code of Conduct (<http://www.westga.edu/handbook/index.php>) policies apply. Prohibited behaviors include:
  - Any offensive or inappropriate comments or gestures,
  - Sexual harassment (<http://www.westga.edu/titlenine/>),
  - Threatening speech or behavior, and
  - Any behavior that is disruptive to the academic environment of the lab, including emotional outbursts.

### **What are the consequences if I fail to comply with the AT lab rules?**

Accessibility Services strives to provide a space for students that is conducive to learning. Those wishing to utilize this space are subject to the following consequences if they fail to abide by the policies outlined. Any student who violates the policies of the AT lab may experience consequences up to and including suspension from UWG.

**First Offense** - If any Accessibility Services staff member, or other UWG employee, witnesses a student violating AT lab policies then he/she will be subject to a verbal warning. The Assistant Director of Accessibility Services will be informed, via email, of the offense.

**Second Offense** - If a student commits a second offense (can be a repeat of the first offense or a different offense), then he/she will be subject to a written warning. The student will be contacted by the Assistant Director of Accessibility Services via email and a meeting will be scheduled to discuss the situation. Consequences may include suspension from use of the AT lab for a time period appropriate for the nature of the offense.

**Third Offense** - If a student commits a third offense (can be a repeat of the first and/or second offenses or a different offense), then he/she will be subject to referral to UWG student conduct. The student will be notified by an email from the Assistant Director of Accessibility Services of the referral. For more information about student conduct, please refer to [www.westga.edu/studentconduct](http://www.westga.edu/studentconduct).

### **What else do I need to know about the AT lab?**

- Students should use their UWG ID and password for access to the computers.
- No one-to-one instruction regarding use of the adaptive technology can be guaranteed. If training greater than what is available in the lab is needed, students should call (678) 839-6428 or email [counseling@westga.edu](mailto:counseling@westga.edu) to schedule an appointment with the assistive technology coordinator.
- Staff are available at varying times to assist with setting up the equipment at the workstation and to answer general AT questions.
- University faculty and staff may use the lab during open hours with the understanding that the lab is primarily for accessibility students.
- Students should save their work on a flash memory drive or similar device. Personal files left on computers will be deleted. Staff are not responsible for any data loss regardless of cause.
- Students should notify staff if they need a workstation with an attached scanner. An appointment may be required during times of peak usage. Students may not store the images on the hard disk of the computer.
- Report any problems immediately to the staff on duty. If a staff member is not available, please email [counseling@westga.edu](mailto:counseling@westga.edu) with the specifics of the issue. Do not try to fix the equipment yourself.
- Staff are available to answer AT questions only. Staff cannot help with academic advising, assignments, or research.

## Assistive Technology Lab Usage Agreement

By signing below you are indicating that you have read the Assistive Technology Lab policies and understand the expectations for using the lab. You understand that failure to comply with the policies can lead to consequences up to and including suspension from UWG. You also understand that you will not be granted access to the lab until this agreement is returned to Accessibility Services.

Student's Printed Name \_\_\_\_\_

Student's Signature \_\_\_\_\_

Student ID Number: 917 \_\_\_\_\_

Date \_\_\_\_\_

*Please return to Accessibility Services, Counseling Center, 123 Row Hall. This agreement may be faxed to (678) 839-6429 or emailed to [counseling@westga.edu](mailto:counseling@westga.edu).*