



OFFICE OF ADAPTIVE SERVICES
ADAPTIVE LEARNING LAB

The following policies are in effect for Florida Gulf Coast University's Adaptive Learning Lab in the Office of Adaptive Services. Please take time to review these policies.

GENERAL USAGE

Primarily, Florida Gulf Coast University's Adaptive Learning Lab is open to all FGCU students, with first priority being given to students who have **documented** a disability with the Office of Adaptive Services.

- Hours of operation for the Adaptive Learning Lab (A.L.L.) are Monday, Wednesday and Friday, from 8:00 a.m. to 5:00 p.m., Tuesday and Thursday from 8:00a.m. to 6:30p.m., and Saturday from 12:00 p.m. to 2:00 p.m. by appointment ONLY (appointments to use the lab on Saturdays must be made through the Office of Adaptive Services. A minimum of 5 working days is required prior to requested date of use). The Office of Adaptive Services reserves the right to change A.L.L. hours based on student use and needs, personnel support, and academic year schedules.
- Currently enrolled students, faculty and staff of FGCU, as well as community groups will be able to utilize the A.L.L.

for academic and university related activities. Additional services of the A.L.L. may include seminars, community group visits, tours, demonstrations, training, tutoring, and testing.

- A student with a disability requiring the use of an adaptive device will have first priority use. Students who do not have a documented disability with the Office of Adaptive Services will have second priority use. FGCU Faculty and Staff will have third priority use. In addition, FGCU class use and community visits/tours (pre-arranged between FGCU faculty/community constituencies and OAS staff) will be scheduled into the A.L.L. as appropriate.
- No specific time limit will exist on an adaptive device, unless two or more students require the use of it on the same day. In this circumstance, appointments must be made with respect to each individual's need and the duration of use.
- All students, staff, faculty, and visitors must sign in/out with the Adaptive Learning Lab assistant or OAS staff.

USER CONDUCT AND LAB USE

The following are policies regarding lab use and user conduct. Lab assistants and OAS staff reserve the right to ask individuals violating these rules to leave. Violations of lab policies may result in revocation of lab use privileges.

- No eating, drinking, or smoking is allowed in the A.L.L.
- Headphones must be kept at a reasonable volume at all times as not to disturb other users of the lab.
- The use of cellular phones within the lab is prohibited.
- The playing of radios within the lab is prohibited.

- The phone within the lab is for LAB and OAS staff ONLY! Phone usage will be available ONLY in the event of an emergency or if staff deems it is necessary to accommodate students.
- TTY phone use is available for students with such a need to use in the OAS reception area. TTY number is (941) 590-7930.
- Student conduct in the A.L.L. should be professional and respectful. Individuals acting in a loud or otherwise disruptive behavior will be asked to leave.
- When you leave the A.L.L. take your belongings with you. Lab assistants and OAS Staff will not be responsible for loss of personal items.
- Reserving a computer by leaving personal articles at a computer is prohibited. Lab assistants are authorized to remove belongings left for long periods of time at a computer to allow another student access to the computer or other assistive devices.
- The A.L.L. is a place for conducting academic work—please work without disturbing others.

Student conduct as it relates to Code of Conduct and Student Academic Behavior within the institution, will be defined and/or described by the policies and procedures listed in the 1997-98 FGCU Student Guidebook (Division of Student Services, pg. 11-24). These include, but are not limited to the following areas as outlined in the Student Guidebook:

- (1) Academic Dishonesty/Cheating
- (2) Disruptive Conduct
- (3) Personal Abuse
- (4) Sexual Misconduct
- (5) Misuse of Computing and Telecommunications Resources

- (6) Academic Behavior Standards
- (7) Academic and/or Disciplinary Action

PRINTING

- Printouts are limited to **TEN** pages of any document. If students wish to print more than **TEN** pages of a particular document, they can use the campus computer labs located in Ben Hill Griffin III Hall and Academic Building II.
- Students wishing to print large documents (10+ pages) that **ARE NOT** related to their coursework, (but are related to university activities) may do so **ONLY** when the lab is not busy, and with permission from the lab or OAS Staff. The student must provide his/her paper. Please inform the lab assistant before sending the document to the printer. The lab assistant reserves the right to delete any such printing jobs if they are interfering with the operation of the A.L.L. or creating an unusually high server load. Similarly, print jobs should be sent in increments of 5 pages to reduce network traffic during hectic lab usage.
- The printing of indecent or pornographic material is a violation of Florida Gulf Coast University's policies governing University computer usage. Any material violating the Code of Student, Faculty, and Staff Responsibility regarding Computing Services or any other university policy (pornography, software piracy, etc.) will be deleted and/or denied distribution. Individuals found printing such materials will be removed from the A.L.L. Violations may lead to the suspension of lab usage privileges and/or referral to the dean.
- The A.L.L. will utilize an extraordinary amount of paper each year. Please conserve paper! Preview your documents before printing and print only **FINAL** copies.

- Please retrieve your document in a timely manner to ensure that your document is not recycled or lost. Each day before closing out, put un-used paper in the recycled bin.

DUTIES OF THE A.L.L. ASSISTANTS

Lab assistants staffing the Adaptive Learning Lab are responsible for the following operations of the lab:

- Open and close A.L.L., securing facility and equipment
- Monitor scheduling and usage of A.L.L. by students, faculty, and staff.
- Monitor the users of the lab to ensure professional conduct and a businesslike and academic atmosphere.
- Activate necessary devices such as computers and monitors.
- Check all equipment daily and notify appropriate personnel if problems exist with hardware, software, and/or devices.
- Monitor the uptime of the PC's and Lab Hardware equipment, and coordinate repair efforts with Student Services Technical Support.
- Answer questions of A.L.L. users regarding the lab, PC's, Assistive Devices, printing, and the basic software packages offered in the A.L.L., such as internet applications, Open Book Unbound, Dragon-Dictate, Zoom Text Software, printing, and Microsoft Office '97.
- Answer questions regarding use of lab equipment.
- Conduct tours and other public forums related to the A.L.L.
- Sign equipment in and out for student usage.

TIPS

The following are a few tips to consider when using the A.L.L.

- Come prepared—bring a diskette. The Office of Adaptive Services will not be responsible for providing diskettes. Put a label on the diskette with your name and e-mail address so identifying it is easier should it become lost.
- Network problems are sometimes unavoidable. Save your work frequently to avoid losing data. OAS will not be responsible for computer failures. Remember to **SAVE** your work!
- Florida Gulf Coast University recycles all waste paper. Please deposit unwanted paper into the *Recycle* paper bin (Blue) located at the lab assistant's area.

USER RESPONSIBILITY

Members of the Florida Gulf Coast Community should use information resources responsibly and considerately, in accordance with the following rules:

- Individuals should not violate the Federal Copyright Law. The use and copying of software is permitted only in accordance with valid licensing agreements.
- The computing and network resources of the University may not be used to harass another person.
- Owners of computer accounts are responsible for all use of the accounts.
- Use of another person's account or identification or giving your password or identification to another person for the purpose of gaining access to a university owned computer or computer network is prohibited. Any intrusions should be reported to the system administrator (Jim Fritz at 590-7895 or

Greg Bramlett at 590-7961). Violations will result in termination of the account.

- Individuals must not attempt to undermine the security or the integrity of computing systems or networks and must not attempt to gain unauthorized access.
- Individuals should not use a university-owned computer or assistive device for purposes other than educational, that are frivolous or make excessive demands on the network or computing resources.
- The computing and network resources of the University may not be used for personal financial gain or commercial purposes.

COPYRIGHT LAW

Federal Copyright Law (Title 17)

Section 106 of the Federal Copyright Law allows the owner of copyright the exclusive right to do and authorize reproduction, distribution, transfer of ownership by rental, lease or lending, and public performance and display of the copyrighted work.

Section 117 deals exclusively with the rights for computer programs. It states that it is not an infringement for the owner of a copy of a computer program to make or authorize the making of another copy or adaptation of that computer program provided:

- that such a new copy or adaptation is created as an essential step in the utilization of the computer program in conjunction with a machine and that it is used in no other manner, or
- that such new copy or adaptation is for archival purposes only and that all archival copies are destroyed in the event that continued possession of the computer program should cease to be rightful.

Any exact copies prepared in accordance with the provision of this section may be leased, sold or otherwise transferred, along with the copy from which such copies were prepared, only as part of the lease, sale or other transfer of all rights in the program. Adaptations so prepared may be transferred only with the authorization of the copyright owner.

Section 501 states that anyone who violates any of the exclusive rights of the copyright owner is an infringer. **Section 504** and Section 506 allow for civil and criminal charges to be filed against **an infringer**.

EMERGENCY AND SAFETY

According to the Florida Gulf Coast University Student Guidebook (1997-98), the University Police are responsible for law enforcement, security, disaster planning, and emergency response at FGCU. University policy requires that all persons leave any facility where a fire alarm is activated as promptly as possible via the nearest available exit.

- For an emergency request on campus, dial **1-9-1-1**
- For non-emergency requests for police services call 590-1900.
- Students must evacuate the A.L.L. during an emergency or periodic drill.
- A combination sound and flash alarm (required by ADA) is installed in the A.L.L., which warns hearing, hard of hearing, deaf and sighted persons and persons with visual disabilities of emergencies.
- No one is expected to endanger him/herself in order to assist with evacuation of others, but everyone has a duty to ensure that other occupants are aware of an emergency. Similarly, it is expected that individuals will aid anyone requiring assistance to safely evacuate.

- Arrangements can be made to reasonably assure that assistance with an emergency evacuation is provided to persons with disabilities who are known to require it; contact a lab assistant or OAS staff member for arrangements at 590-7956 or 7932.
- Elevators **cannot** safely be used for emergency escape, and are therefore prohibited during an emergency evacuation. A wheelchair can constitute an unacceptable impedance to the ability of others using the stairway to evacuate, and may therefore have to be abandoned.
- There are specific techniques to enable two persons to safely carry a third while descending stairs, but these must be learned and practiced prior to an actual emergency. OAS staff will be available to facilitate an evacuation of persons needing **special** assistance, working with other University Police and Safety Personnel.
- In the event of no immediate assistance, wheelchair users are advised to reach the protected emergency egress stairways and safely await assistance from public safety personnel.

Occupants who have evacuated should make public safety personnel aware of anyone needing assistance.