



# Computer Lab Rules & Guidelines

UT Department of Theatre • 206 McClung Tower • Knoxville, TN 37996

**1. LAB HOURS & PHYSICAL ACCESS:** The Theatre Design Lab (AMB G041) is available for use whenever AMB as a whole is open. Access to the Lab is VolCard controlled and users must complete an Access Form in the Main Office in order to activate their individual VolCard. (Users must also obtain login permissions—see Login below.) A pin code can be requested by contacting Joe Payne at [jpayne32@utk.edu](mailto:jpayne32@utk.edu)

**2. LOGIN:** Faculty, staff, graduate students and declared theatre majors and minors are automatically granted access to the department computers. Other students must email the Theatre Administrator at [theatreadmins@utk.edu](mailto:theatreadmins@utk.edu) from their official UTK email address to be added to the system. Requests from non-UT addresses will be ignored and non-majors not currently enrolled in theatre classes are typically not granted access. Professors of classes that use the Lab facility are asked to submit a list including the NetID's for all enrolled students. All users login using the credentials noted below:

Logon: [NetID]

Password: [NetID Password]

**3. LOCKUP:** To help ensure the security of the equipment in the lab, the door to the lab is monitored by UTPD and may not be propped open at any time. An alarm will sound, and officers will respond if it is left ajar.

**4. FOOD AND DRINK:** No open food or drink is allowed inside the Lab. If you would like to drink or eat, please leave the room. Violation of this rule will result in immediate action including, but not limited to, immediate revocation of any and all usage rights.

**5. PRINTING PRIVILEGES:** Access to the plotter (Goblin) is granted to users as needed by the Theatre Administrator ([theatreadmins@utk.edu](mailto:theatreadmins@utk.edu)) and requires completion of a brief training primer in usage of the equipment.

**6. TROUBLESHOOTING:** If you are having problems with a particular machine, try saving your work and rebooting. If this is still not enough to fix the problem, please notify the Theatre Administrator by emailing [jpayne32@utk.edu](mailto:jpayne32@utk.edu) or [theatreadmins@utk.edu](mailto:theatreadmins@utk.edu). If the Administrator is not notified, the problem will not be fixed.

**7. FIRE:** In the event the fire alarm goes off, everyone in the facility MUST immediately evacuate the building. Failure to evacuate the building will result in immediate revocation of usage privileges and/or appropriate disciplinary or legal action.

**8. UNIVERSITY POLICIES:** All users of computing and network resources at the UT are required to follow all applicable policies and procedures concerning the use of technology resources including official UT policies and procedures as well as local, state, and federal law. All University policies are available on the web at: <http://www.tennessee.edu/policy>.

Users should pay close attention to the UT's Information Technology Acceptable Use Policy (AUP) which can be found at the address above. The AUP makes it clear that a user's connection to the network is a privilege and can be taken away if the privilege is abused. Abuse of UT policies or standards, abuse of UT IT resources, or abuse of other sites through the use of UT IT resources may result in termination of access, disciplinary review, expulsion, termination of employment, legal action, and/or other appropriate disciplinary action.

Faculty and staff should also be careful to note the University's policies regarding information security. **FOR MORE INFORMATION, SEE THE "INFORMATION SECURITY" SECTION FOUND IN CALENDARS AND CONTACT LISTS.**