

## Computer Lab Guidelines



- Availability is on a first-come, first-serve basis
- You must present a photo ID to use the computer lab
- You must sign in and out of the computer lab
- There is a maximum two-hour time limit for computer use, based on availability
- No food or drink allowed in the computer lab
- Children under the age of 18 are not permitted in the computer lab
- A limited amount of printing is available, upon request
- Immediately inform the computer lab staff if a computer is not working properly or if you have any technological difficulties
- Work quietly and be respectful of other computer lab patrons
- Leave the computer area clean

### THE COMPUTER LAB MAY ONLY BE USED FOR:

- Job searching
- Employment-related activities (such as writing a cover letter/resume)
- Applying for benefits (such as SNAP, Medicaid, unemployment, etc.)
- Academic activities

### THE FOLLOWING ACTIVITIES ARE NOT PERMITTED:

- Social media
- Youtube, media streaming services or other audio/video websites
- Games
- Shopping
- Inappropriate websites

### PLEASE DO NOT:

- Save any documents or personal information on the computer
- Download or install any programs or applications
- Rename, add or delete any files or programs from the computer
- Change any computer settings
- Remove equipment from the computer lab

*Failure to follow these rules will result in termination of computer privileges*

*If you have any questions or concerns, please notify the computer lab staff*

*For security purposes, the computer lab is under video surveillance at all times*