

### **Computer Access Site – Rules and Regulations**

1. Priority will be given to Users accessing the computer for employment and/or education purposes. If computers are in high demand there will be a 30 minute time limit for all users.
2. All personal data is to be saved to a flash drive and NOT on the computer.
3. Be respectful and mindful of the computer equipment and other users of the computer site.
4. Only one user is allowed at each computer.
5. Noise level must be kept to a minimum.
6. No food or drink is permitted at the computer stations.
7. Unacceptable use of the site will result in Staff revoking the Users privileges to use the computer.
8. If you are under the age of 15 you must have a parent/guardian sign a consent form before you are permitted to use the computer.
9. Please ask for assistance from Staff if you are unsure of how to use the computer or printer.
10. Please see Receptionist for printing costs.

**Thank You for Your Cooperation**