



## TWIN TOWERS

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KENYON HODGES COMPUTER

LEARNING CENTER

# Kenyon Hodges Computer Learning Center Policy and User Agreement

It is the intent of Kenyon Hodges Computer Learning Center to prevent problems from occurring as a result of providing access to computers and the Internet, not to monitor use of the workstations, for adults, although it is within our right to do so. For that reason, all adult users and parents are required to read and sign the following Contract. It will be assumed in the future that changes in this Contract will be considered acceptable to the signer if s/he continues to use the workstations after Agreement changes are posted.

The User agrees to:

1. Act responsibly when using the KHCLC's computers.
2. Sign in legibly at the front desk with **full name**, the **correct time** and **apartment number**.
3. Not alter computer arrangement or settings in any way, which includes, but is not limited to turning the monitor, turning on and off the computer by the button, shutting down the computer without the direction of KHCLC staff, etc.
4. Comply with all software licensing and copyright laws.
5. Comply with system security and stay within the designated programs available on the computer desktop.
6. Comply with requests from the KHCLC Staff.
7. Not use the Internet or workstations improperly or illegally.
8. Not misrepresent his/herself on the Internet.
9. Not in any way damage center software or hardware, including downloading or installing any software onto any computer workstation or saving any files to the hard drive

10. Not act in any way that will harass or upset other users in the computer room as determined by KHCLC staff, which includes, but is not limited to, listening to loud music, listening to music with offensive language, speaking on cell phones, view offensive videos, etc.
11. Not bring food or drink into the computer room, including children's snacks, bottles, sippy cups, etc.

I understand that my privacy is not guaranteed and that others may see my screen or have access to records of what I have viewed. (Please be aware that a log of Internet transactions is automatically stored on the hard disk, and your bookmarks will be accessible to others.)

Failure to comply with the terms of this Contract may result in revocation of computer use privileges, or possible legal action.

The undersigned acknowledges that s/he has read, understands and agrees to abide by the Kenyon Hodges Computer Learning Center Policy and User Agreement.

The undersigned further acknowledges and agrees that Kenyon Hodges Computer Learning Center and the Kingsbury Corporation assume no liability for any loss or damage to the user's data, or for any damage or injury arising from invasion of privacy in the user's computer accounts, programs or files. The library assumes no responsibility for damages, direct or indirect, arising from connections to Internet services.

Adapted from the Computer User Agreement of the Hermiston Public Library, Hermiston, Oregon.

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Printed Name

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Signature

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Date

## **Computer Room Rules –**

### **Please Note:**

1. The computer room may not be available to all computer users at all times. During specific programs, non-participants of programs may not be permitted to use the computers in order to facilitate programming age specific programming. Please follow the direction of KHCLC staff in order to have smooth transitions between programs.
2. Guest behavior is the responsibility of KHCLC tenants. Please inform them of the rules and policies stated in this document.

### **Adults**

1. Access to the Kenyon Hodges Computer Learning Center is only by signing in at the front desk with first and last names, time, and unit number. Computer use is for registered residents, Homework Club participants, and participants of KHCLC programs. Guests may use the computer lab with an adult resident present at all times. Guests will not be issued usernames and passwords.
2. Usernames and Passwords are given to registered users of the computer center. Passwords are to remain confidential. In the event of a suspected password breach, the account will be disabled for the protection of the account holder. The account can only be enabled after the account owner and the director of the computer center meet to change the password.
3. During times of high attendance, computer use may be limited at the discretion of KHCLC staff. Job related activities and homework are a priority.
4. Use of the workstations is a privilege, not a right, and inappropriate use will result in cancellation of this privilege. KHCLC staff has the authority to determine whether sessions should be interrupted or privileges revoked.

### **Printing**

5. All printing from the center's computers will be sent to a network printer. Printing is limited to 3 pages per session. For work or homework related printing, please speak with a KHCLC staff member about printing more pages.

## Children and Youth

1. **The Kenyon Hodges Computer Learning Center is not a licensed daycare center.** Therefore, a Twin Towers adult resident must be on the property at all times when a minor is participating in a KHCLC program.
2. **Children, under six years old,** are allowed in the computer room only under the **direct** supervision of an adult resident or teenage resident 16 years of age or older. KHCLC staff members are not available to babysit during the adult's computer use time as they have other work obligations. Children may not bring in food or drink. In the event that the behavior of a child becomes disruptive (running, climbing, tantrums, etc), please remove the child and come back at another time.
3. Any minor, under the age of 18, must have a KHCLC Student Information Form on file and signed by a parent or guardian before he/ she can participate in any center activities.
4. Children, 6 – 12 years old, must be signed in and out by an adult resident every day unless he/ she is given written permission to walk home without an escort. Teenagers, 13 – 17, may sign themselves in and out, but cannot loiter or wander in and out.
5. Kindergarten students who are not yet six can come to the Homework Club for homework help until 4:30 PM provided that we have a complete Student Information Form and they are signed in by an adult resident.
6. Usernames and passwords will be given to students six years old and older. Passwords must be kept private. In the event that there is evidence that there is password breach, the account will be disabled until the participant can meet with the center director and change the password

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Printed Name

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Signature

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Date

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Minor's Name

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Minor's Signature

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Date