

## COMPUTER ROOM GUIDELINES

The Mastick Senior Center (MSC) is dedicated to promoting programs and services in the areas of health, education, and recreation to meet the needs of adults aged 50 and older. To ensure a positive, safe, and open experience for all, participants must follow the *Mastick Code of Conduct* and the *Computer Room Guidelines* below. Please immediately report any concerns to MSC staff.

1. The computer lab can only be accessed by active Mastick members. By using the computers, users agree to follow *Mastick Senior Center Code of Conduct* and *Computer Room Guidelines*.
2. Computer Room Printer use is complementary for Mastick members. Donations towards printer and computer maintenance are welcome. Please drop off donations to the Mastick Office.
3. Users may not attempt to reconfigure systems or software, or in any way network set-up and services.
4. Users may not unplug, remove, or otherwise modify the Computer Room equipment.
5. Users may not use the computers to access, display, or distribute obscene, pornographic, violent, or illegal content.
6. Any activity that violates local, state, or federal law is strictly prohibited.
7. Mastick Senior Center does not monitor and has no control over the information accessed through the Internet and assumes no responsibility for its content. Users are responsible for the content they access and information they input or share on the computers.
8. Users are responsible for managing their information. The Mastick Senior Center is not responsible for lost or deleted files or personal security breaches.
9. Food and drinks are not permitted near the computers or other electronic equipment.
10. Disruptive noises and high volumes are prohibited. Please use personal headphones/earphones for audio activities.

Violation of *Mastick Senior Center Code of Conduct* or *Computer Room Guidelines* may result in termination of computer privileges. Violation of these guidelines will result in the following:

- 1st Incident: Discontinuation of User's use of the computers for that day.
- 2nd Incident: Suspension of the User's Computer Room privileges at Mastick Senior Center.
- 3rd Incident: Suspension from Mastick Senior Center or Computer Room as per Mastick Code of Conduct.