

Computer Use Agreement

All users of Disability Network Southwest Michigan's computer lab must agree to the following conditions and rules of use:

- Users will check in with Information & Referral staff each time they wish to use the computer lab and will not start using equipment without staff permission.
- Computer lab equipment shall be treated with respect and will be kept clean and free of damage by the user.
- Computer usage will be limited to 2 hours per day. Users will be limited to 1 hour if others are waiting to use the equipment.
- Users understand that the internet contains material that they may find offensive. Users will not hold Disability Network liable for any material that they inadvertently access.
- Users shall not access, view, transfer, or store any material which is pornographic, sexually explicit, illegal, defamatory, or which may offend other visitors.
- Users who unintentionally access such material will immediately terminate the session and notify staff.
- Users will not use computers to harass, insult, or attack others.
- Users will not use computers to gamble or otherwise profit from online activities.
- Printing will be limited to 10 pages per day, or 1 copy of an application/necessary document. Staff will have sole discretion whether to print a document.
- Users understand that at the end of the session, all personal material, files, and documents will be deleted from the computer and will not be retrievable.
- Users will follow all applicable Federal, State, and local laws.
- Users who do not follow these rules will have computer lab privileges immediately revoked. Any illegal activity will be preserved and reported to law enforcement.
- Users understand that the computer lab is under video surveillance and their actions are being recorded.

I agree to the above terms and conditions: _____

Staff Witness: _____