

Verona Senior Center

Computer Lab Policy

1. No food or beverage is allowed in the Computer Lab
2. The Computer Lab is open during normal business hours.
The Lab is **not** available for use during times of scheduled classes such as educational or other instruction, or other programming that requires use of computers arranged by the Senior Center.
3. Individual computer use is restricted to one hour intervals, but this limit will only be enforced if there are others waiting or the Center requires use of the computers or space.
4. The Computer Lab and equipment are the property of the Verona Senior Center. Saving personal data or adding/deleting icons or other software programs is strictly prohibited.
5. Inappropriate and/or unacceptable use of the computers will result in suspension or revocation of Computer Lab usage. Examples of such are (but not limited to) violation of copyright laws, destruction of property, viewing or downloading of pornography, using the internet for sexual or harassing purposes, etc.
6. The Verona Senior Center assumes no responsibility for any damage that may occur to a user's disk, files, or any other personal equipment.
7. The Senior Center does not endorse the viewpoints of written materials found in print or in electronic format.
8. The Verona Senior Center has the right to:
 - a. terminate a user's session with or without notice at any time
 - b. refuse access to users
 - c. limit the length and amount of open Computer Lab time
 - d. erase without notice any and all of user's files stored on the equipment
 - e. restrict the number of copies an individual prints
 - f. suspend or refuse access to users who violate an of the above stated policy items, or at the discretion of the Director or Program Director