



**Fordham Bedford Children's Services
Heiskell Enterprise Center
For Technology**

Acceptable Computer Lab User Policies

When you sign in, you agree to abide by the following:

1. All users must sign in before sitting down to work.
2. **NO FOOD or DRINK at or near the computers.**
3. If the application you are using has sound, please turn it off or use the headphones.
4. Children under age of 10 must be accompanied by an adult.
5. Adults and youth have equal access rights to the computers during the times both are present.
6. **The Centers staff and volunteers reserve the right to ask anyone to leave the Center at any time for any reason.**
7. **Copying software from any of the computers and/or intentionally deleting or altering contents of the hard drive will be cause for an expulsion.**

8. Users of the Center are asked to remain in the labs, the hallway connecting to the lab and the restrooms.
9. No rollerblades (or other skates) in the lab.
- 10. When the Centers staff ask you to finish up because its closing time, please be considerate and do so.**
- 11. The computer lab are only open for the public access during POSTED HOURS; if you arrive before public access hours begin, please wait in the front hall.**
- 12. Computer Lab Users are responsible for their own belongings.**
- 13. All Computer Lab users must exit the building once their session has ended. NO LOITERING in the building hallways or in the lobby! i.e. NO HANGING OUT!**
- 14. Lab Users are responsible for making sure that the sites they visit on the Internet are secure i.e. Encrypted. Personal information should not be disclosed on line. We are not responsible for Identity theft on line. i.e. paying bills on line, subscribing or buying products or materials on line.**
- 15. All lab users are responsible for saving their work into a diskette. SAVE YOUR WORK EVERY 15 MINUTES.**