

# Wallingford Community Senior Center Technology Center Guidelines

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## Facility Policies

- The Technology Center is open from 8:45 am to 5:00 pm, Monday through Friday. It is only open for other times for special classes and events. It is occasionally closed during these hours when in use for a technology class.
- Do not bring food or drinks into the Technology Center
- Keep noise to a minimum. If you are using an application that requires sound, use headphones.
- Switch all phones, pagers, watch alarms, etc. to silent mode. If you do get a cell phone call, please take it outside so you don't disturb others.
- Children are not permitted in the Technology Center without the immediate supervision of a parent/guardian and the prior permission of WCSC staff.
- Occupy only one workstation at a time. Contain your belongings so they do not impede other users.
- Do not leave personal belongings unattended.

## Computer Use Policies

- The Wallingford Community Senior Center Technology Center and its equipment are WCSC property. Saving personal data or adding/deleting icons or other software programs is prohibited. Do not alter the configuration or contents of hard drives.
- Do not download or copy software or other files without authorization. Do not restrict access to or damage systems or data. Avoid downloading viruses and other malware.
- Inappropriate and/or unacceptable use of the computers will result in suspension or revocation of Technology Center usage. Examples of such are (but not limited to) violation of copyright laws, destruction of property, or viewing or downloading of pornography.

- Individual computer use is restricted to one hour intervals, but this limit will only be enforced if there are others waiting or the WCSC requires use of the computers or space.
- Any workstation left unattended for 10 minutes may be claimed by another user.
- Files must be saved on your own USB drive or other media. Do not save files to the hard drive; they may be erased. Label your USB drives or other media, so we can do our best to return a forgotten item to you.
- Properly exit all software applications and remove your personal storage media at the end of each work session.
- Leave the computer on for the next user.
- Generally, do not ask staff for help if you do not know how to use a computer or program. The Wallingford Community Senior Center offers computer classes and computer mentoring. Use these resources instead.
- Let staff know if a computer or other equipment appears to be broken, infected with a virus, or jammed.

### **Special Notice about the Security of Personal Information on the Internet**

Remember that Internet transactions (credit cards, etc.) are at your own risk. It is possible to intercept or retrieve information sent through Internet browsers. Many people use these computers. We strongly suggest you not put sensitive personal information through the Internet on public computers.

The Wallingford Community Senior Center assumes no responsibility for any damage that may occur to a user's disk, files, or any other personal equipment. WCSC also assumes no responsibility for the security of personal information over the internet using its computers.

### **Wallingford Community Senior Center retains the right to:**

- terminate a user's session with or without notice at any time
- refuse access to a user, including access to wi-fi
- limit the amount of open Technology Center time
- erase without notice any and all of user's files stored on the equipment
- restrict the number of copies an individual prints, even if reimbursed
- suspend or refuse access to users who violate any of the above guidelines, or at the discretion of the Executive Director