

City of Simi Valley

Rules Governing the Use of the Senior Center Technology Lab

The City of Simi Valley (City), as the provider of access to its electronic communications & technology resources, reserves the right to specify how its resources will be used and administered. If the user violates the rules or policies, it could result in the loss of the privilege of utilizing the Senior Center Technology Lab or other technology resources.

The City is not responsible for any loss or damage incurred by an individual as a result of use of City technology resources.

Confidentiality of Information:

- Please be aware that all data, including any that is downloaded, stored, printed or transmitted via the City technology resources, could be subject to review. There should be no expectation of personal privacy use in the utilization of the City's technology resources.

Rules:

- The City of Simi Valley reserves the right to restrict access to any data source, at its sole discretion.
- Users should make every effort to minimize the number of pages that are printed. Each user is limited to a maximum of 15 pages per day. Larger print jobs will be deleted.
- All users must sign in.
- Users are limited to one hour of use at a time, when other users are waiting
- Abandoned Session – When a computer has not been used for 15 min. and all other computers are in use, please notify a staff member and the session will be ended and all personal belongings will be moved to the main desk and put into Lost and Found.
- Users should work quietly and make every effort to minimize distracting other users.
- Food and drinks are not allowed in the lab at any time.
- Headphones must be worn when listening to sound.
- Materials that are pornographic or are considered offensive to other patrons or staff may not be viewed or printed at any time at the Senior Center.
- Loud talking, use of mobile phones or voice over I.P. are not permitted.
- Users should restart the computer at the end of each session.
- The Internet and other technology resources shall only be used for legal activity.
- Personal data is not to be saved on the workstations and will be removed during restart.
- Respect other users' privacy.
- Unsolicited advertising shall not be distributed via City technology resources.
- Do not attempt to repair or install any hardware or software as it may cause damage to City owned computer equipment or software.
- Outside software programs may not be used on the City's computers.

When a problem exists:

- Please notify the Instructor or Volunteer Monitor if you have any questions or concerns. If neither one can help you, please contact the closest available staff member.