

**JACKSON COUNTY SENIOR CENTER PARTICIPANT  
COMPUTER LAB USAGE POLICY**

**NAME:** \_\_\_\_\_

In recognition of the strong interest of older adults in computer literacy, the center maintains a computer lab to provide opportunities for members to learn basic and developed skills.

**Purpose for the lab include:**

- To educate older adults about computer hardware, software and file management through hands-on classes and tutoring
- To provide access to computer by individuals and senior organizations.
- To provide a library to computer books periodicals, and catalogs for older adult use.
- To provide email access
- To provide Internet access
- To enhance learning and program opportunities for Senior Center Participants

The lab is available for use by the Jackson County Senior Center participants; participants must have filled out the participation intake form and signed the computer usage policy.

The Senior Center Activities Director will schedule use of the lab for classes, demonstrations and special projects. The lab is open for individual use when not scheduled for group sessions. Beginners will not be allowed to use lab without supervision, and should not expect staff members to be available to provide individual training.

**Users will not be permitted to:**

- Load software onto hard disk drives or remove, change or delete software or files.
- Use precautions when sending or receiving information over the internet to prevent viruses, worms, Trojan horses and other potentially damaging software from the Internet.
- Access of inappropriate web sites and the **downloading of any materials** on the internet.
- Forwarding of jokes and chain letter messages is prohibited.

There is no fee associated with the usage of the computer lab facilities, although contributions are accepted for maintaining equipment and printing supplies.

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_