



## COMPUTER USE POLICIES: PUBLIC COMPUTERS

1. Every user must have a signed and dated Computer Use Policies form on file.
2. Every user must sign in at the front desk and indicate the time signed in.
3. Computer use is limited to one visit per day.
4. Time on the computer is limited to 2 hours maximum.
5. No food or drink allowed at the computers.
6. No children allowed at the computers.
7. No cell phone use allowed at the computers.
8. Computer tutoring is NOT available from our staff. If you need computer skills, we offer a free Intro to Computers Class - see Staff for schedule.

**PRINTING:** Printing on the public computers is free, but limited and controlled. You must ask for staff assistance to print. DO NOT attempt to print on your own. Staff will approve print job, clear/set up printer, and load appropriate amount of paper for you.

### Use of MCRC public computers is limited to Education and/or Employment activities only!

Allowed	NOT Allowed
Job Search/Online Applications	Online Games
Resume/Cover Letter/Business Writing	Social/Dating Computer Activities
Online Learning or Specific Research	Visiting Music or Entertainment Sites
Checking/Sending E-Mail Messages	Non-Specific Surfing
Reading Online Newspapers	Downloading Software
Homework/Schoolwork	Saving Personal Files on the Computer
Keyboarding/Computer Applications Practice	Shopping/Making Online Purchases
Other (as approved by staff only)	Illegal or Immoral Activities (as determined by staff)

By signing below, you are indicating that you have read, understand, and agree to follow the Computer Use Policies. If you do not follow these policies, you will be prohibited from using our computers.

Print your full name here: \_\_\_\_\_

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

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