

Leisure World Computer Center, Inc.
a 501(c)(3) Non-Profit Corporation

COMPUTER USE POLICY

PURPOSE

A. The Leisure World Computer Center, Inc. (LWCC, Inc.) operates the Computer Learning Center in Clubhouse II. It makes access available to many forms of digital data and services which include computers, email, external digital bulletin boards, Internet, intranet and the World Wide Web.

B. All users have a responsibility to use these resources in accordance with the guidelines contained in this document.

C. To ensure users are knowledgeable, the following guidelines have been established for users of all equipment in the Computer Learning Center. No policy can cover every eventuality. Instead, this Computer Use Policy document is designed to express the LWCC, Inc. philosophy and set forth general principles when using the Center.

PROHIBITED COMMUNICATIONS

Digital media **CANNOT** be used to knowingly transmit, retrieve, or store any communication that might be considered:

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| 1. Discriminatory, harassing or bullying | 5. In violation of software licenses, copyrights (video-software, etc.) |
| 2. Derogatory to any person or group of people | 6. Engaged in illegal purposes that are contrary to LWCC, Inc. policy or business interests |
| 3. Obscene or sexually explicit | |
| 4. Defamatory or threatening | |

ACCESS TO USER COMMUNICATIONS

A. Generally, digital data created and transmitted using e-mail, word processing, utility programs, spreadsheets, Internet and bulletin board system access, and similar digital media is not reviewed by LWCC, Inc. However, logs of user activity are routinely gathered for the following purposes:

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|-------------------------------|---|
| 1. Cost analysis | 4. Detect patterns of use which may indicate violation of policy or unlawful activity |
| 2. Resource allocation | 5. Training |
| 3. Management of IT resources | |

B. The Leisure World Computer Center, Inc. reserves the right, at its discretion, to review any user's digital files and messages to the extent necessary to ensure digital media and

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services are being used in compliance with the law, this policy and other Leisure World of Maryland policies.

C. Users should not assume digital communications are completely private. Accordingly, if users have sensitive information to transmit or access, other means must be considered.

SOFTWARE

To prevent computer viruses from being transmitted through LWCC, Inc.'s computer systems, unauthorized downloading of software is strictly prohibited. Including, but not limited to Instant Messaging and remote control programs. Only software already installed by LWCC, Inc. is authorized for use. Users should contact the Monitor on duty with any questions.

SECURITY/APPROPRIATE USE

A. Users must respect the confidentiality of other individuals' digital communications. Except in cases in which explicit authorization has been granted by the Leisure World Computer Center, Inc., users are prohibited from engaging in, or attempting to engage in:

1. Monitoring or intercepting the files or digital communications of other users or third parties
2. Hacking or obtaining access to systems or accounts for which they are not authorized
3. Use of anyone's log-in ID or password
4. Breaching, testing, or monitoring computer or network security measures
5. Deleting file(s) that a user doesn't own

B. No e-mail or other digital communications may be sent that attempts to hide identity of the sender or represents the sender as someone else.

C. Digital media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.

D. Anyone obtaining digital access to other company or individual materials must respect copyrights. Computer Center users may not copy, retrieve, modify or forward such material except as authorized by the copyright holder.

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E. Volunteer Monitors and Board Members are unpaid volunteers who devote their time and expertise to maintaining the Computer Learning Center. Monitors will assist any Leisure World resident and any guest who desires to make use of the Computer Center facilities. No Volunteer Monitor or Board Member receives compensation or remuneration of any kind for their service to the Center and its participants. Users of the Computer Learning Center are expected to follow the Volunteer Monitor's instructions as they relate to the operation and use of the facility. When a Volunteer Monitor makes an announcement the Center will close, users must end their work session and sign off their email and other Internet access. Computers are **NOT** to be shut down or turned off.

F. Monitors are instructed to call Leisure World Security, 301-598-1044, in the event a disturbance arises or for refusal to follow the Volunteer Monitor's instructions.

G. All users must pay the posted price for printing color or monochrome documents. A double-sided printed document counts as two separate pages.

H. Users must not change printer settings.

I. Users must not remove LWCC, Inc. property of any kind from the Computer Learning Center

PARTICIPATION IN ONLINE FORUMS

A. Users must keep in mind any outgoing messages or data sent on LWCC, Inc. equipment via the digital network – for example, Internet mailing lists, bulletin boards, and accessing online services—become statements which can be identified and will be attributed to LWCC, Inc. and the Computer Learning Center via metadata which is imbedded into every document.

B. The Leisure World Computer Center, Inc. recognizes that participation in some forums may be important to users. For instance, a user might find the answer to a technical question by consulting members of a newsgroup devoted to the technical area in question.

VIOLATIONS

Use of the Computer Center and its equipment and furnishings is a privilege and not a right. Any user who abuses this privilege is in violation of this policy. Any offending user will be identified in writing to E&R and may be subject to appropriate corrective action, up to and including termination of privileges, legal action and potential criminal prosecution.

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USER AGREEMENT ON USE OF E-MAIL AND THE INTERNET

I have read, understand and agree to comply with the foregoing policies, rules and restrictions governing the use of the LWCC Inc. computers, equipment and services. I understand I have no expectation of privacy when I use any of the digital equipment or services within the Center. I am aware that any violation of these guidelines or inappropriate use of email and the Internet may subject me to disciplinary action which may include loss of privileges and access to the Center, legal action and potential criminal prosecution. I further understand that my use of email and the Internet may reflect on the image and character of Leisure World and LWCC, Inc. Therefore, I have a responsibility to maintain a positive representation.

I have a responsibility to maintain a positive attitude in my representation on the World Wide Web and in the Center. Furthermore, I understand this policy may be amended at any time.

(Signature of User)

Date

(Printed name of User)

