

WPCRC Mobile Computer Lab – Policies and Procedures

Laptop Computers and Tablets can be utilized on a check-out basis at the community center. Our goal is to provide service to as many ages and WPCRC I.D. cardholders as possible. City of Madison Parks staff will maintain the equipment and enforce policies. Parks staff reserve the right to use all units to supplement current programs at the center (i.e. MSCR programs, NESCO programs, and Youth Job Center programs), which would limit the access for check-out during that time.

Any lab requests for use by MSCR, NESCO, or other organizations have to be directly requested to the Facility Manager before the scheduled class, activity, or desired date. The following are lab policies:

1. This lab may be used only by members of the Warner Park Community Recreation Center (WPCRC), including current ID card holders, staff, and faculty. If you wish to use a computer, but you are not a member of the WPCRC, please ask the Front Desk for assistance.
2. Please carry your WPCRC ID card with you if you wish to use the lab. You will be asked to present it when you check in, and if you don't have it with you, you may be unable to use the computers. ID cards will be held as collateral during check out time.
3. Please sign into laptops under **GUEST ACCOUNT**. If you are checking out a tablet, they are connected using our general Google account. In the case that you want to log in with your account – please remember to log out of yours when you are finished.
4. Equipment is first come, first served, and cannot be reserved. **Checkout period is limited to TWO hours** and can be renewed at the Front Desk unless another user is waiting. WPCRC staff reserves the right to ask you to log out of the computer, move to another area, or ask you to leave for violations of any polices.
5. You may not install software on laptop computers, including but not limited to games, instant messengers, media players, etc. If you need a specific piece of software for academic purposes, please talk to a staff at the Front Desk to find out the appropriate procedure for having it installed.
6. You may not install apps on tablets, including but not limited to games, instant messengers, media players, social media, etc. If you need or want a specific app, please talk to a staff at the Front Desk to find out the appropriate procedure for having it installed.

7. Please do not reconfigure computers, personalize desktops, or alter any files or programs. Please do not move throughout the building while having a unit checked out.
8. Computers are for use in designated areas; lounge area, lobby, and game room. Any other uses need to be cleared with the Facility Manager.
9. Lab hard drives are cleaned periodically, wiping out all saved files. To ensure that your personal files do not get destroyed, please do not save them to lab hard drives. Instead, save them to a removable media such as a USB flash drive.
10. Use of the computers should not hamper or interfere with the ability of other patrons to use the facility. Activities to be avoided include but are not limited to excessive computer volume, loud conversation, use of offensive language, viewing of offensive or explicit imagery, and other disruptive behavior.
11. Food and drink are not permitted while having a computer checked out. Please refrain from buying concessions until you are finished. Headphones are recommended for personal use. Please refrain from turning speakers on.
- 12. Children under 10 years of age are not permitted to check out a unit without adult supervision.**
13. Viewing of pornography or other sexually explicit materials in the lab is not appropriate. If anyone in the WPCRC sees you engaging in such activity, you may be asked to stop the activity immediately and/or leave the center.
14. Computers must be handed back to a Front Desk staff member to be checked in. **Please do not lay them on the desk and walk away – wait to ensure all items have been checked back in with WPCRC Staff.**

I have read and understand the policies for Mobile Computer Lab use at the Warner Park Community Recreation Center. I agree to adhere to all policies and procedures.

Print Name

Signature

Date

As the parent/guardian of the above user – I agree that my child has permission to use the laptops without “parental controls” to access social media (Facebook, Twitter, etc).

Parent/Guardian Name

Signature

Date