



## APPROPRIATE USE AGREEMENT 4-H COMMUNITY COMPUTER LAB

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

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: (     ) \_\_\_\_\_ E-MAIL \_\_\_\_\_

GROUP NAME: \_\_\_\_\_

This 4-H Community Computer Lab is available to non-profit and community users. All groups/users are required to sign in. Youth under the age of 18 utilizing the lab are required to be supervised by an adult, and preferably to have a member of the 4-H Computer Lab Supervisory Team present.

### 4-H COMMUNITY COMPUTER LAB NETWORK AGREEMENT

Users are responsible for good behavior on computer networks. Communications on the network are often public in nature. The network is provided for users to learn, conduct research, communicate with others, and enjoy appropriate opportunities online. ***Access to network services is given to users who agree to act in a considerate and responsible manner.*** Access is a privilege – not a right. Access entails responsibility.

The ***supervising adult*** is responsible for the actions of all users of the computer networks, the computer lab, its equipment and the meeting room facilities. It is presumed that users will comply with 4-H Community Computer Lab standards and will honor the following agreements:

#### APPROPRIATE USE

These computer resources, information technologies, and networks may be used for legitimate purposes only. Legitimate purposes include education, research, internet access for personal use, use of software available on the network, and non-monetary gaming (on designated computers.)

#### INAPPROPRIATE USE

4-H Community Computer Labs computer resources, information technologies, and networks shall not be used for:

- Supporting establishing, or conducting any private business operation or commercial activity;
- Attempting to gain unauthorized access to any portion of the system or using lab resources, information technologies and networks as a staging area to gain unauthorized access to any other system or account;
- Violating the sponsor's policy of prohibiting discrimination against individuals on the basis of race, sex (including sexual harassment) religion, age, color, creed, national or ethnic origin, physical, mental, or sensory disability, marital status, sexual orientation, and status as a Vietnam-era or disabled Veteran;

- Intentionally disseminating, accessing, or providing a hyper-link to obscenity, as that term is defined by law, unless such activities are directly related to an employee's legitimate research or scholarship purpose or to a student's completion of an academic requirement;
- Sending unsolicited electronic mail (e.g. "Spam") in violation of state law or in quantities that interfere with server operations. Senders who anticipate sending large numbers of unsolicited electronic mail messages at one time are responsible for consulting with the appropriate server administrator prior to determine whether or not the sending of mail is likely to cause a malfunction in the server.
- Engaging in political activities that violate state law (state law prohibits the use of state facilities or public resources for the purpose of assisting in an election campaign or for the opposition to a ballot proposition);
- Destroying, altering or compromising the integrity or security of, or making Lab resources, information technologies or networks inaccessible;
- Utilizing web resources for the purpose of intentionally interfering with others' use of computer resources, information technologies and network resources, or conduct of server business;
- Compromising the privacy of users of the computer resources, information technologies and networks;
- Violating copyright law (thus, information technology and network users who do not hold the copyright on a work must have permission to publish information, graphics, cartoons, photographs, or other material, or the publication must be otherwise permitted under copyright law);
- Violating trademark law;
- Violating any federal, state or local law;
- Copying of software in violation of a license or when copying is not authorized; or
- Violating sponsor's policies. Expressing opposition to these policies is not a violation of said policies.
- Installing or deleting programs without permission from an authorized technician.
- Changing administrative settings without permission from an authorized technician.
- Trespassing in another's computers, folders, work or files.
- Damaging computers, computer systems or computer networks.
- Using another's password.

**USER AGREEMENT:**

As supervising adult of the 4-H Community Computer Lab, (or as a member of the 4-H Computer Lab Supervisory Team) I hereby agree to comply with the above stated agreement and assume responsibility for all users of the network, computer equipment and facilities while it is in use under my supervision. This agreement shall hold valid any time I am the designated supervisor in a 4-H Community Computer Lab.

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Signature of Supervisor

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Date