

Computer Lab

Bridgeport Indian Colony

*NOTICE TO
ALL COMPUTER
USERS*

Four (4) Computers are Available for Your Use:

- ❖ **Internet Access; Research/Email**
- ❖ **Search Employment Opportunities**
- ❖ **Online Educational Courses**
- ❖ **Microsoft Office/2007: Word Processing;
Flyers, Documents, Presentations, Forms, Etc.**

*Users MUST
Abide by the Posted
Rules & Regulations
In Order to Maintain
Ability to Freely Use
BIC's Computer Lab*

*BIC Administration
will Suspend or
Revoke this Ability
for
Non-Compliance*

Rules & Regulations / POSTED: JUNE 16, 2010

RULES & REGULATIONS

Bridgeport Indian Colony Computer Lab

*Computers
Are Provided By
The Owens Valley
Career Development
Center & IT Dept*

*Computer Use is
Monitored and
Enforced by BIC
Administration Staff*

Bridgeport Indian Colony
355 Sage Brush Drive
P.O. Box 37
Bridgeport, CA 93517
(760) 932-7083 / Fax 932-7846
www.bridgeportindiancolony.com

COMPUTER LAB USERS ARE EXPECTED TO:

1. Sign COMPUTER LAB USE AGREEMENT
2. Sign in and out of the lab for each period of use
3. Take turns, every 30 min's if all computers in use
4. Not bring food or drinks into the lab
5. Maintain a "low-level" of communication with others while in the lab
6. Be courteous and respectful to others
7. Operate the equipment with respect and care
8. Not use excessive amounts of paper if/when printing
9. SAVE any/all files to flash, thumb, or external drive (not to computer itself)
10. Discard any trash into bathroom trash cans
11. Not modify existing software or files
12. Not disrupt office staff; knock on Administration door for assistance
13. Communicate any software or hardware computer or printer problems to BIC Staff
14. Follow the posted RULES & REGULATIONS; failure to follow rules will result in the suspension or loss of lab privileges.

NON-COMPLIANCE CONSEQUENCES:

- ❖ **First Violation:** The violator will receive a written warning from the Tribal Administrator outlining the consequences that will follow if there are further violations.
- ❖ **Second Violation:** The violator's use of the computer lab will be suspended; period of time set by Tribal Administrator.
- ❖ **Third Violation:** The violator will be permanently banned from using the computer lab; written notice will follow (Minors: Notice will be mailed to parent/guardian).

Computer Lab: Rules & Regulations

Posted: June 16, 2010