

**Hunterdon County
Department of Human Services**

EFFECTIVE DATE: September 25, 2012

DATE ISSUED: September 25, 2012

DATE REVISED: April 12, 2017

TITLE: Division of Senior, Disabilities and Veterans Services
Internet Policy: Wireless Access

PURPOSE: To establish a uniform system for the public use of County computers/internet service.

SCOPE: This policy applies to all consumers of Hunterdon County 60+ over residents utilizing the Hunterdon County Division of Senior, Disabilities and Veterans Services (County Senior Center) Computer Lab.

POLICIES:

The Hunterdon County Division of Senior, Disabilities and Veterans Services shall request written consent to utilize computer/internet service from all consumers. (The written consent appears on the Computer Lab Code of Conduct form Attachment A.)

Consumers who do not sign the Computer Lab Code of Conduct form are not permitted to utilize the Senior Services Computer Lab.

Staff is responsible to supply the appropriate form(s) and information to consumers.

GENERAL STANDARDS:

Definitions - The following terms shall have the meaning defined herein:

Computer Lab – Refers to the location of County computers, activities calendar, computer equipment/furniture, computer classes, location of sign in log sheet

Code of Conduct – Refers to Attachment A of this policy.

DSDVS – Division of Senior, Disabilities and Veterans Services.

Internet / Wireless Internet Service – Refers to an unencrypted service to the internet enabling access to world-wide information.

Senior Center – All staff in the Division of Senior, Disabilities and Veterans Services.

PROCEDURE:

The Hunterdon County Division of Senior, Disabilities and Veterans Services (DSDVS) provides wireless Internet access to DSDVS consumers during normal DSDVS business hours. Consumers using the wireless service agree to comply with all provisions of the Hunterdon County DSDVS Internet Policy. Use of wireless access is subject to the following conditions:

- The DSDVS's wireless Internet service is unencrypted; however, use of the wireless service is done at the consumer's own risk. The DSDVS will not assume responsibility for the safety of equipment or for laptop configurations, security, or data files resulting from connection to the DSDVS's wireless service.
- The DSDVS accepts no responsibility regarding the ability of consumer-owned equipment to connect to the wireless network.
- DSDVS staff will not change settings on consumer-owned equipment. The Computer Lab volunteer can guide consumers through changes, but is not authorized to make any changes for consumers on the consumer's personally owned equipment.
- The DSDVS accepts no responsibility for any software downloaded and/or installed, e-mail opened, or sites accessed while consumers are using the wireless service. Any damage done to the consumer's equipment from viruses, identity theft, spyware, plug-ins, or other Internet-borne programs is the sole responsibility of the consumer; and the consumer indemnifies and holds harmless the DSDVS from any such damage.
- The DSDVS is not liable for the loss or compromise of any confidential or sensitive information, or for any damages resulting from that loss or compromise.
- The DSDVS does not guarantee that any particular web site or electronic transaction will work.
- The DSDVS's wireless service is subject to periodic maintenance and unforeseen downtime.
- The DSDVS's wireless service is not to be used as a permanent connection.

The Hunterdon County DSDVS is committed to providing an environment appropriate for its customers and employees. Wireless Internet users are asked to refrain from displaying materials on consumer-owned equipment that may be interpreted as part of an intimidating, hostile, offensive or inappropriate environment. Wireless Internet users should not display offensive material to passersby.

Copies of our Internet Policy are available at the Reception Desk, Computer Lab and our webpage at: <http://www.co.hunterdon.nj.us/aging.htm>

Christine Hammerstone
Human Services Administrator
April 12, 2017

COMPUTER LAB CODE OF CONDUCT

DECORUM

1. No food, drink or tobacco products are allowed in the Computer Lab.
2. Shoes must be worn at all times in the Computer Lab.
3. Do not intentionally damage or deface any of the Computer Lab equipment or furniture.
4. No pets or animals are allowed in the Computer Lab unless sanctioned for disability assistance.
5. Do not interrupt a Computer Lab class or activity while in session without permission from staff.
6. Do not turn off lights, open windows or adjust blinds in the Computer Lab without permission from staff.
7. Do not use the Computer Lab to advertise, promote or solicit any outside organization, group or event.
8. No loud talking, noisemaking or disruptive behavior which may prevent others from enjoying the Computer Lab.
9. Observe and follow the Computer Lab Activities Calendar rules for attending Open Lab sessions and classes – registration is often required.
10. Do not move or rearrange Computer Lab equipment or furniture without permission from staff.
11. Those who do not meet the eligibility requirements for the Senior Center may not use the Computer Lab without special permission from staff.
12. All Computer Lab attendees must sign the log sheet using their name and time in/out.*

EQUIPMENT

1. Do not insert/connect outside media to the Computer Lab equipment including, but not limited to, CD/DVDROMS, floppy disks, USB storage devices, laptop computers, digital cameras etc.
2. Do not attempt to repair or modify any of the Computer Lab equipment without permission from staff.
3. Immediately report any Computer Lab equipment malfunction to staff.
4. Do not attempt to circumvent Computer Lab hardware/software security systems or defeat their controls.
5. If a printer runs out of paper or ink, ask staff for assistance. Do not feed used scrap paper into the printers or remove ink cartridges.
6. Computers must be turned on/off by staff only, unless instructed by a volunteer teacher during a class.

INTERNET

The Senior Center Computer Lab offers broadband Internet service on all of its computers for scheduled classes, tutorials and open lab times. Reasonable attempts are made to provide unfiltered Internet access. However, the Computer Lab does reserve the right to use antivirus, antispyware and firewall software for the primary purpose of protecting equipment from security breaches and malicious software. These control measures may or may not affect certain Internet access.

Due to the intrinsic nature of the Internet, the Senior Center Computer Lab will not be held responsible for material that may be considered offensive to its users. The Senior Center Computer Lab is not liable for any inaccurate, inappropriate, misleading or obscene material displayed while viewing websites from the Internet.

The Computer Lab does encourage users to be respectful of others comfort and privacy. The risks involved while using the Internet are to be assumed by the user solely.

The Senior Center Computer Lab will not be held liable for and no user will intentionally access:

1. Obscene and/or pornographic images or materials.
2. Deceptive or fraudulent information and services found on any website.
3. Theft that may occur due to careless or negligent use of personal information submitted to any website.

Violation of the Computer Lab Code of Conduct may result in suspension and/or permanent ban from the Senior Center Computer Lab.

All Computer Lab activities are controlled by local, state and federal laws, in addition to Senior Center rules and restrictions. Illegal acts will be reported to and dealt with by local law enforcement and may result in civil liability, criminal liability or both. The Hunterdon County Division of Senior, Disabilities and Veterans Services reserves the right to amend the Computer Lab Code of Conduct at its own discretion and at any time.

***Please be aware that the lists maintained by DSDVS are considered public records and pursuant to the Open Public Records Act (OPRA) are subject to disclosure under NJSA 47A:1A-1 et seq**

NAME (Sign): _____ DATE: _____

NAME(Print): _____