



Lincoln Youth Center

Computer Network/Internet Acceptable Use Policy

Youth Participant Name (please print): _____

Parent/Legal Guardian Name, Address and Emergency Contact Phone Number (please print): _____

Youth using the Lincoln Youth Center (LYC) Computer Network must abide by the following rules:

- ✓ Youth may sign up for one 30 minute session at a time and promptly give up the computer when the session is over; there is a maximum limit of 1 hour per day.
- ✓ Computers are available during open hours up to 15 minutes before closing.
- ✓ Users must have a basic knowledge or understanding of computers or be accompanied by someone who does. However, no more than two persons allowed at a computer at one time.
- ✓ Respect one another's privacy.
- ✓ Respect and follow all relevant laws and regulations.
- ✓ Do not disturb other computer users.
- ✓ Remember that the computers are in a public environment shared by people of all ages.
- ✓ Close all programs when finished to protect your privacy.
- ✓ Equipment may not be moved, unplugged, removed, or modified.
- ✓ Installation, downloading, or modification of software is prohibited.
- ✓ Files may be opened from or saved to formatted floppy discs or attached to email messages.

Youth using the Lincoln Youth Center (LYC) Computer Network must abide by the following guidelines:

1. The purpose of this policy is to insure that Internet access, using the LYC Computer Network, will be appropriate and used only for educational purposes, consistent with the acceptable standards of the community.

I have read and understand the above provisions.

Participant Initials _____

Parent/Legal Guardian Initials _____

2. Internet accounts, passwords, and access will be provided to students solely for the purpose of aiding education and research. Commercial uses are prohibited. Students may not transfer or confer computer passwords, access or privileges to other individuals. Any information that the participant has stored on LYC provided accounts will be erased at the end of the school year. If a participant wishes to save any information they must provide any media necessary to accomplish this task.

3. The use of the LYC Computer Network is a privilege and not a right, and may be revoked by the Site Coordinator or network administrators at any time for abusive conduct or violation of the conditions of the administrative regulations that accompany this policy. In addition, any such abusive conduct or violation may lead to further disciplinary action.

4. The LYC Computer Network will not warrant that functions of the system and network will meet any specific requirements one may have, or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or profits) sustained or incurred in connection with the use, operation, or inability to use the system or network. City of Lincoln shall not be liable for any damages incurred due to harmful programs (including computer viruses), which on rare occasions, may propagate through computer networks such as the LYC Network and Internet.

5. The computer network, computers, facilities and accounts are owned and operated by LYC. LYC reserves all rights, including termination of service without notice, to the computer network, computers, facilities and accounts which it owns and operates.

6. Network and Internet electronic mail (e-mail), other forms of electronic communication mail, and files stored on the LYC Computer Network are not guaranteed to be private or confidential. Network administrators may access e-mail, other forms of communication and files at any time.

7. All e-mails that are transmitted are the responsibility of the person who performed the transmission, and not the responsibility of LYC. The person who performed the transmission will be solely accountable. Also, e-mail software may misdirect messages.

8. All information and materials contained on the LYC Computer Network is placed there for educational and general information purposes and will, in no way, be intended to refer to or be applicable to, any specific person, case, or situation. LYC does not endorse or sanction the information or materials.

9. Security on any computer system is a high priority because there are so many users. If one identifies a security problem, notify the system administrator at once. Never demonstrate the problem to other users. Never use another individual's account without written permission from that person. All use of the system must be under one's own account. Any user identified as a security risk will be denied access to the information system.

10. Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agency or network that is connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the loss of computer services, disciplinary action, and legal referral.

11. The information service may occasionally require updated registration and account information from one to continue the service. One must notify the information system of any changes in account information.

I have read and understand the above provisions.

Participant Initials _____

Parent/Legal Guardian Initials _____

12. Misuse will result in immediate action. Misuse includes but is not limited to:

- ✓ Downloading, printing, viewing or causing others to view material that violates federal, state or local laws, policies, or regulations
- ✓ Using e-mail to harass others, make defamatory or obscene remarks, transmit spam/scams or transmit remarks capable of inciting violent or discriminatory statements
- ✓ Sending or receiving e-mail messages that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism or inappropriate language
- ✓ Hacking into the Lincoln Youth Center computer system or any other computer system
- ✓ Mishandling, damaging, or attempting to damage equipment or software
- ✓ Knowingly posting or transmitting any file that contains viruses, worms, Trojan horses or any other contaminating or destructive feature
- ✓ Interfering with system operations, integrity, settings, or security
- ✓ Attempting to gain or gaining access to another's files, e-mail or authorization code

- ✓ Violating copyright laws, patent laws, trademark laws, licensing agreements, or site policies
- ✓ Any illegal activity not mentioned above
- ✓ Any other violation of the "Computer Network/Internet Acceptable Use Policy"
- ✓ Any violation of the "Code of Conduct"
- ✓ Facilitating, aiding or encouraging any of the above activities

The aforementioned activities will not be considered misuse when authorized by LYC employees or representatives for security or performance testing.

I understand and will abide by the provisions and conditions of this contract. I understand that any violation of the above provisions may result in disciplinary action, the revoking of my user account, and appropriate legal and/or law enforcement action. I also understand that my user account can be suspended to prevent ongoing misuse while potential misuse is under investigation. I also agree to report any misuse of the information system to the Youth Center staff/volunteers.

Participant Signature: _____ Date: _____

I understand that I am responsible for my child's use of the Internet, and that LYC bears no responsibility for the actions and behavior of my child when using the Internet. I also understand that LYC bears no responsibility for Internet content.

Parent/Guardian Signature: _____ Date: _____