MEADOWGREEN CO-OPERATIVE HOMES INC.

COMPUTER USE POLICY

OBJECTIVE: To provide to the membership of Meadowgreen Co-op use of the computer, while still providing protection of the hardware and software. Additon or deletion of any software to the computer system is prohibited unless authorized by the Board of Directors. Computer use should be of a positive nature and not for the distribution of slanderous or negative or hateful material. The computer should be used by members having some knowledge of computers.

WHO: Computers must only be used by members. Members by defition are person sixteen years of age or older who have been accepted for membership by the Board of Directors. (no children, long term guest,) unless specified by the Board of Directors, example staff.

Members must first meet with person/s designated by the Board as a prerequisite for a session on how to use the computer. This function may possibly be done by a Computer Club.

ACCESS: Members can access the Office by obtaining the key or entry from a member of the office committee. Chairpersons and members of the Board have access to the office but are restricted to use the key or entry for themselves only. Members who do not have an office key or entry MUST ONLY OBTAIN ENTRY FORM THE OFFICE COMMITTEE. It is preferred to have the member make appointments to use the computer.

a) Fill in an "ACTION REQUIRED " form and have the office person on duty be aware of the date and time that the member would like to use the office. All documents are to be kept on a member's personal disk and not left on the hard drive. Members will supply their own disk. All copies done on the printer will cost $ .05 per sheet, unless the member provides their own paper.

b) Members who do not know how to use the computer will not be allowed to use it until such times as they learn either from a computer course or are taught by other persons. If a member is caught not properly using the equipment they will be liable for the cost of any repairs or replacement caused by misuse. Members may loose computer use privileges if they abuse the computer or other office equipment.

c) No food, drink or smoking is allowed in the area of the computer. Food and drink and nicotine cause damage to the computer.

USE: The computer may be used by members for personal needs with the following exceptions:
  a) no games (without Board Approval)
  b) no slanderous or hate material
  c) no documents stored on the hard drive (personal)
  d) no deleting or adding programs (without Board Approval)
  e) no altering the current system (without Board Approval)