



## House Rules

1. First time here? You must register with the office before using a computer.
2. 16 years or younger? A parent or guardian must sign an internet user agreement form before you can use a computer – see the friendly staff in the office.
3. Children under 10 must be accompanied by an adult.
4. Please sign in each time you use a computer with the google form, if you need help – just ask a staff member.
5. Please sign out if you are leaving for more than 5 minutes, you can sign back in if a computer is free.
6. No drinking or eating in the computer suite.
7. You are limited to one hour on the computer if people are waiting and you will be asked to log out. You are welcome to join the queue and wait for the next computer to become available.
8. Please take phone calls outside.
9. Do not change any computer/network settings or install software/programmes.
10. Please be considerate of other people who are trying to concentrate and keep talking quiet and to a minimum.
11. Smart Newtown can check the content and information of websites you are viewing.
12. If you are found to have been using unacceptable Internet sites (such those containing pornographic material), your registration may be cancelled and you may not be able to use this service again.
13. We highly advise **against** using online banking and e-commerce sites - these are public computers and should not be used for accessing sensitive information. Smart Newtown is not responsible for any loss you incur while using Smart Newtown computers.
14. File downloads, including email attachments, are disabled by default. This is to help protect the computers from viruses. Staff members will download some types of files and attachments for you, such as CV's, government submissions and job descriptions. We will not normally download music files or photos.
15. Files saved on the computers will be periodically deleted; do not expect files that have been saved on the desktop to be available next time you log into that computer. You can save files onto a personal USB storage device.
16. Files saved on the computers are not secure and can be seen by anyone using the computer.
17. Games are not permitted.
18. BYO headphones please.
19. Be kind to others. We do not tolerate behaviour or comments of a racist, sexist, classist, transphobic, homophobic, ableist nature.

**We may ask you to leave if you are not following the house rules.**  
**Remember to always respect Smart Newtown's equipment and the**  
**other people using this service. Happy Computing 😊**