

Hornet Park Community Center Computer Lab and Game Room Guidelines

Policy Description:

The following is a list of guidelines that govern the use of the Hornet Park Computer Lab and Game Room. Beech Grove Park and Recreation Staff and Board will use professional discretion to address any issues not specifically covered by these guidelines.

If these guidelines are not being followed, guests may be asked to leave the facility.

Access:

- All guests using the Computer Lab and/or Game Room must sign in and out at the front desk
- All guests must fill out documents which give the Hornet Park Community Center contact information and parental consent **prior** to using the Computer Lab or Game Room
- Computer lab and Game room are available without adult supervision to youth 10 years and up
- The Computer Lab and Game Room may be used in 30 minute time slots. Time can be extended if no one waiting. If there is a wait, guests must log off and wait for the next available computer or be willing to share the Wii game with another guest.

Guidelines:

- No food or beverages are allowed in the Game Room or Computer Lab

Computer Lab:

- Plain white paper is available at the front desk for printing. This is limited to 4 sheets per person per session, or you may bring your own.
- Printer use is restricted to documents only, **printing of color photos is not allowed**
- The computer lab is a quiet space, please use headphones if sound is required.
- Downloading material is not allowed. All downloads will be removed from each computer
- Guests can not save files to the computers but you are welcome to save your information to your jump drive.
- Students doing homework or working with a tutor have first priority
- Exit and entrance to the lab is through the front doors of the Community Center only. The back door is for emergency use only.
- Charging station is available for all guests, waiting or logged on.
- Social Media sites are available only to those over 13 years old.
- Tampering of current computer settings and programs will not be tolerated

Game Room:

- Profanity will not be tolerated and guests using profanity will be asked to leave
- No outside games are allowed to be played on the Beech Grove Parks Dept's Wii
- All controllers and games are to be checked out and checked in at the front desk
- Sound is to be kept at a normal hearing level. If the sound disturbs the Computer Lab you will be asked to turn it down or mute.
- Internet is not available through our Wii device. Please use the Miis installed or create a new one for you to use. All Miis will be available for the public to use.

Computer Lab and Game Room are monitored and recorded by a surveillance system. All activities are being monitored for your protection.