



BACN Computer Lab Use Policy

Benzie Area Christian Neighbors (“BACN”) provides computers, a printer and internet access for use at the BACN facility.

General Information

- BACN internet and computer lab equipment is available to the public during service hours (M to Th, 10am to 2pm).
- BACN cannot guarantee internet access and may impose time limits on computer equipment so that all have an opportunity to access the lab.
- No food or drink may be consumed in the Computer Lab.

Acceptable Use

- BACN Computer Lab equipment is for accessing personal email, resume writing, and other employment activities, accessing agency websites and other resource search activities.

Unacceptable use

- BACN Computer Lab equipment may **NOT** be used for any activities that violate federal, state, and local laws, including copyright laws.
- BACN will not tolerate use of electronic equipment (computers and printers) to upload, download, transmit, print, or distribute pornographic, obscene, violent or sexually explicit language or material. Nor will BACN tolerate the use of computers for any gaming or gambling activity.

Storage and Software

- Neighbors may not store information on the hard drive or use personal software on BACN equipment.
- BACN cannot guarantee data will not be lost, damaged or intercepted in transit and is not responsible for the security of personal information left on the computer hard drive or at workstations.

Failure to Comply

- Failure to comply with the BACN Computer Lab Use Policy will result in the loss of computer use privileges at BACN.