



**The City of Seattle**

Gregory J. Nickels, Mayor

## Rules for Public Computer Use

These rules were endorsed by the Department of Information Technology, Department of Neighborhoods, Department of Parks and Recreation and the Associated Recreation Council on March 3, 2008.

*The City of Seattle provides public access to computers in order to ensure that all residents have access to government services and other essential resources, to encourage civic participation and to increase technology literacy.*



*These computers are more than electronic boxes; they provide access to city hall and open doors to education, jobs and democracy. Help us continue to provide this public benefit by following these rules and encouraging others to do so as well.*

1. **UNDERSTAND THE RULES:** If you use the city's public computers, you are responsible for reading and understanding these rules. If you do not understand the rules, staff is available to help you. (If no staff is available, users can call the Department of Information Technology at 684-0600 or email [publiccomputers@seattle.gov](mailto:publiccomputers@seattle.gov).)

2. **BUILDING RULES ALSO APPLY:** The Rules of Conduct for city buildings also apply to use of the public computers in this facility.

City staff reserves the right to decide whether someone is violating these rules. Staff has the right to enforce these and other facility rules, including stopping someone from using the public computers. Staff reserves the right to require anyone violating these rules to leave the facility.

3. **SIGN-IN TO THE COMPUTER:** Users must "log-on" and then "log-off" when done. **This is for your protection.** It will help clear out any personal information that may have gotten temporarily stored on the computer while using email or visiting web sites.

4. **THERE ARE TIME LIMITS:** Users may be provided with a specific session length and see a timer on the screen. When your time is up (end of a session), it becomes the turn of the next person waiting to use the computer. The staff has the authority to give priority to people who are using the city computers for access to government information, workforce development, social and health services, civic participation and education.

5. **THE COMPUTER IS FILTERED:** This facility is used by a wide variety of people, including children. To help ensure a safe environment, these computers are being filtered. This may limit what content is available. More information about this is available at [www.seattle.gov/tech/public.htm](http://www.seattle.gov/tech/public.htm).

6. **KEEP THE AREA CLEAN:** Users are not allowed to use the computers and the desk area around it in a manner which reduces the cleanliness of the equipment or workspace. This includes food, drink or candy which could damage or dirty the equipment and area.

7. DO NOT TRY TO INSTALL SOFTWARE OR CHANGE THE COMPUTER: Users are not allowed to alter the computer, the configuration or software. For security, users are not allowed to download and install new programs on these computers. If you think a program should be installed or other improvement made, please speak to staff or contact [communitytechnology@seattle.gov](mailto:communitytechnology@seattle.gov).
8. DO NOT USE THIS COMPUTER TO HARM OTHERS: These computers and city electronic resources may not be used to harass or threaten others, send spam, distribute malicious materials, or conduct illegal activity.
9. WE MAKE NO GUARANTEES: Use of the public computers and Internet access is at the user's own risk. The equipment and service is provided on an "as is, as available" basis. The city will not be responsible for any damage users may suffer, including, but not limited to, loss of data or interruptions of service, regardless of the cause.
10. THE RISK OF THE INTERNET IS YOURS: These computers provide access to the Internet, leading to a highly diverse array of information content. We are not responsible for the content of the Internet and you use it at your own risk.
11. YOU CAN LOSE PRIVILEGES IF YOU VIOLATE THESE RULES: Any violations of these rules can result in the loss of computer use privileges and appropriate legal action.

