

SVDP SHELTER/RESIDENTIAL POLICY

2-200 GUEST COMPUTER AND PRINTER POLICY

Computers and printers are for guests to assist them to do:

1. Search and apply for a job.
2. Participate in computer or internet based education or training.
3. Search for housing.
4. Apply for government and other social service benefits on-line.
5. Check one email account.

Therefore, any other use of this equipment is inappropriate.

No downloading any files, including pictures or music. No games.

Computers may not be used during job skills or life skills classes, while Manna Givers or volunteer groups are here, or from 11:00 – 11:45 AM, or 5:30 PM – 7:00 PM.

Guests are required to sign in and out each time they use the computer.

Night Manager/Day Program staff decisions about computer use are final. You may appeal decisions to shelter director.

Willful failure to sign in/out is grounds for discharge from the shelter /day program.

Using the computer and internet for other purposes is grounds for discharge from the shelter /day program.

By signing the [Computer and Printer Policy Form](#), the guest is agreeing to these conditions.