CONFEDERATED TRIBES OF THE COLVILLE RESERVATION INFORMATION TECHNOLOGY CENTER RULES

INTRODUCTION

The Information Technology Center provides computer and Internet access to employees, administration and community users. The Information Technology Center encourages community members to use its materials and facilities. A community member is defined as a center user that is not a member of the staff, administration, or governing body of The Colville Confederated Tribe. The center is a learning facility and activity should be limited to what is deemed acceptable by the Information Technology's, Computer Use Policy. All visitors of the Information Technology (IT) Center are also expected to follow Tribe's Code of Conduct. All visitors should familiarize themselves with these policies. Copies of the Computer Use Policy and the Code of Conduct will be provided on request.

GUIDELINES

- Center users are expected to keep noise levels low. Groups working
 on projects or individuals using audiovisual materials are
 encouraged to utilize personal headphones so that they may engage
 in their activities without disturbing other people in the center.
- Cell phones MUST be turned off or muted. ALL cell phone conversations must be held outside the center.
- 3. Food and drinks are only allowed in the DESIGNATED AREA.
- ABSOLUTELY NO TOBACCO USE IS ALLOWED INSIDE
 CENTER. Tobacco products must be used in the designated located outside of the building.
- Personal belongings should not be left unattended. The center is not responsible for lost or stolen items. Items that are found will be held

- at the technician's desk until the first day of each month then disposed of if they are not claimed.
- Children 13 years of age and under must be accompanied by an adult who is at least 16 years of age AT ALL TIMES.
- 7. Children should NEVER be left unattended. Children are expected to comply with all center policies. The center staff is not responsible for the care of children or supervising their use of the center materials or facilities. That is the responsibility of the accompanying adult.
- 8. Vandalism Vandalism will result in cancellation of privileges.
 Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

Additionally, center computers may not be used to:

- Listen to any audio. If a computer user needs sound in order to fulfill an academic assignment or to study they MUST use headphones. Headphones ARE NOT provided by the center. Computer users are responsible for providing their own headphones. Speakers may not be substituted for headphones.
- Engage in chatting unless it is an academic chat room and done to fulfill course requirements.
- Engage in Internet dating.
- Store information on the computers' hard drives. Users must provide their own disk, CD or jump drive to save information.
- Intentionally waste limited resources such as paper and ink. All
 employees and community users are asked to be considerate of
 other users' needs and print only what is needed.

TIME LIMITS AND USER PREFERENCE

If all computers are in use, the technology center staff reserves the right to limit computer usage to two (2) hours and give preference to individuals needing computer access for academic purposes.

All computer users are asked to log off when finished with the computer. Failure to log off may leave personal information at risk. Center users are welcome to bring their own laptop computers. Wireless internet access is provided throughout the building. The center does not loan laptops.

Failure to adhere to ANY of the policies or rules above will result in:

- Loss of access
- Expulsion from the building
- Legal action, where applicable

The Colville Tribe and Information Technology Center staff reserves the right to change and/or update these rules at any time.

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