[Insert organisation name/logo]

# The Dos and Don’ts when USing Computers

Computers are for all clients to use at **[insert organisation name],** you can use them to practice your computer skills in MS Word, MS Excel, to start working on your resume and for [**insert other uses including reference to using the internet or not]**.

There are some basic **dos** and **don’ts** for all clients (and staff to!) when using computers which you agreed to when you signed the **[insert relevant document name e.g. code of conduct]**. If these aren’t followed access may be taken away.

Just remember to ask one of the staff if you aren’t sure!

**Dos**

* Do use client computers in the **[insert location]**
* Pre-book time to use the computer
* Ask staff how to book, log in or use the computers
* Tell staff if you think the computer is not working, they can check into it to see what the problem is
* Ask staff if you want to download anything
* Remember **[insert organisation name]** IT staff monitor computer usage so don’t….

**Don’ts**

* Don’t use computers for viewing or sending offensive, explicit or X-rated content
* Don’t use the computer for gambling
* Don’t use more than **[insert amount of time]** at a time
* Don’t download software, movies or music
* Don’t use staff computers
* Don’t give out your details or the details of **[insert organisation name]** online
* **[insert other don’t rules e.g. Don’t use social media, online dating or chat sites]**