1000 Coffeen St
Watertown, NY 13601
315-786-3651

Attachment B
5274 Outer Stowe St
Lowville, NY 13367
315-376-5800

The WorkPlace
Your Guiding Light To Employment Opportunities

A proud partner of the American Job Center network

Resource Room Internet and Computer Use Policy

We ask that you be considerate of others by using the computers only as outlined in this policy. If you have questions on any of the below, please do not hesitate to talk to a staff member. We thank you in advance for helping to keep this a great working environment!

The WorkPlace has put the following rules in place to prevent transmission of viruses from flash drives and misuse of the facilities:

- Staff has the right to monitor appropriate use of resources and equipment in the Resource Room
- Misuse of computers, printers, or other equipment may result in a loss of privileges
- The WorkPlace assumes no responsibility for any damage, direct or indirect, that users or anyone else may experience through access to the Internet

Appropriate computer usage includes:

- Searching and applying for jobs on websites and job banks
- Writing resumes, references, and cover letters
- Accessing job-related resources
- Researching companies, career opportunities and educational options
- Applying for NYS unemployment or accessing your NYS unemployment account

Inappropriate computer usage includes:

- Conducting personal business unrelated to job search, career exploration or unemployment.
- Using the Resource Room to run a private business or as an office if you work from home
- Changing or adding settings, formats, bookmarks, or favorites
- Receipt, storage, transmission, or viewing of offensive, racist, sexist, obscene, or pornographic information or materials
- Downloading software (without authorization of Resource Room staff)
- Infringing copyrights or violating software licensing agreements
- Hacking and/or invading the privacy of others
- Wagering, betting, selling, or other commercial activities

Email Use in the Resource Room

Job searching today requires having an e-mail. There are several free email sites that we encourage you to use such as: Gmail, Outlook, Yahoo etc. We can assist in setting up an email if you do not have one, but please note that we will not set up an email that is inappropriate for your job search. Email use in the Resource Area is limited to:

- Sending applications, resumes and cover letters
- Correspondence with a potential employer to include seeking information regarding employment and clarifying questions from potential employers

Printed Name: _____   Signature: _____

Date: _____   OSOS ID: _____
For staff use only

Revised 3/8/23