

EMPLOYER RESOURCE CENTER
(Computer Usage Policies)

- Computers are to be used by **employers only** for workforce development, labor market information, and general employment information **only**.
- Unauthorized or inappropriate usage may result in loss of computer privileges.
- Respect other business customers who are waiting to use computers by limiting your time on the computers.
- When printing in color, do not send more than one copy of a document to the printer unless the Business Services Manager has given prior approval. If additional copies are needed, feel free to use the copy machine.
- Please report all equipment problems to the receptionist.
- Children are not allowed to play with the computers. Ask about our Children's Playroom, as it may meet your needs.
- Customers may establish Internet email accounts for business purposes. However, access to these accounts for personal email is not allowed.
- Downloading from the Internet is strictly prohibited without prior approval.
- Questions regarding these policies may be directed to the Workforce Solutions Center Manager or the Heart of Texas Workforce Development Board.