



## Lacey Veterans Services Hub Computer Lab Policy



### 1. Purpose

This policy outlines the guidelines and expectations for the use of the Lacey Veterans Services Hub (LVSH) computer lab (lab). The lab is open to the public during regular business hours and is available to clients, LVSH providers, volunteers, City of Lacey staff, and other authorized users. All individuals using the computer lab must comply with the provisions set forth in this policy.

Any provider, agency, group, volunteer, or visitor who fails to comply with this policy—or refuses to acknowledge its terms—may lose access to the computer lab.

### 2. Hours of Operation

The computer lab is open to users Monday through Friday, from 8:00 a.m. to 4:00 p.m. The lab is closed on weekends and during South Puget Sound Community College (SPSCC) and City of Lacey observed holidays.

### 3. Public Disclosure

The community computer room is a shared public resource provided to support access to internet and technology for Veterans, Active-Duty Service Members, their families, and members of the public.

By accessing and using this facility, individuals acknowledge and agree to the following terms:

a. **No Expectation of Privacy**

Use of the computers and internet is not private. Activities may be monitored, logged, or reviewed by authorized personnel to ensure compliance with LVSH policies and applicable laws.

b. **Data Security**

Users are responsible for safeguarding their personal information. LVSH and the City of Lacey are not liable for any loss, theft, or misuse of personal data, documents, or files. All public computers are wiped clean of data each evening, removing all files, cookies, passwords, and browsing history.

c. **Internet Use**

Internet access is provided for lawful and appropriate purposes only. Computers will not be used for any illegal activity, including child pornography as defined by Washington RCW 9.68A.070.

d. **Use Agreement**

Use of the computer lab implies agreement to all applicable policies, including time limits, respectful behavior, and proper care of equipment.

Effective Date: 4 March 2026



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### e. **Liability Waiver**

The City of Lacey and LVSH are not liable for damages resulting from equipment malfunctions, data loss, or user negligence.

## **4. General Use Policies**

- a. Users must sign in at the front desk each day before using the computer lab.
- b. Users are expected to maintain respectful behavior and a clean workspace at all times.
- c. All personal belongings must be taken upon departure; any items left behind may be removed and discarded by LVSH staff.
- d. Personal phone calls are allowed as long as they are not disruptive. If disruptive, users may be asked to take the call outside.
- e. Food is not permitted in the computer lab. Only beverages with sealed, closed-top containers are allowed in the computer lab.
- f. There is currently no fixed time limit for computer use. However, in the event that all computers are in use and other individuals are waiting, LVSH staff may implement a time limit for users.
- g. Users are encouraged to be mindful of others and limit their time during peak hours when possible.

## **5. Equipment Use and Restrictions**

- a. Do not unplug computers, monitors, or any equipment. Only LVSH staff may authorize such changes.
- b. Do not plug in USB drives, cell phones or other external devices. This is to maintain system security and prevent data breaches.
- c. Users are not allowed to alter, damage, or tamper with any equipment.
- d. Users should not save usernames, passwords, or other login credentials on any computer lab device.
- e. To protect personal information and maintain system security, all users are responsible for ensuring their accounts are logged out and no credentials are stored before ending their session.
- f. Unauthorized actions may result in revoked access to the computer lab.

## **6. Printing Policy**

- a. Each user is limited to 10 printed pages per day.
- b. Exceptions are allowed only for those working with an LVSH provider on official documentation or claims.
- c. Users are encouraged to review and proof documents before printing to minimize waste.



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### 7. Acceptable Use

- a. Computers will not be used for any illegal activity, including child pornography as defined by Washington RCW 9.68A.070.
- b. Any behavior that creates a hostile or uncomfortable environment will result in removal from the lab and loss of privileges.
- c. Political activities are strictly prohibited. This includes campaigning, solicitation, or distributing political materials. This is to ensure the lab remains a neutral and inclusive environment for all users.
- d. Failure to follow established computer lab policies and procedures may result in suspension or revocation of computer lab privileges, as determined by the LVSH Coordinator.

### 8. Lab Closures

LVSH reserves the right to close the computer lab at any time, with or without prior notice, due to maintenance, staffing limitations, emergencies, or other operational needs.

### 9. Exceptions

Exceptions to this policy will be considered on a case-by-case basis and must be submitted to the LVSH Coordinator or the City's designated representative.

### 10. Policy Modification and Oversight

This policy is intended to provide structure and guidance for the effective operation of the LVSH computer lab. However, as needs and circumstances evolve, policies may be modified, updated, or amended to ensure continued alignment with the LVSH mission and operational effectiveness. The LVSH Coordinator holds the authority to make changes to this policy, with oversight and final review provided by the Assistant City Manager for the City of Lacey.

### 11. Contact Information

For questions or concerns about this policy, please contact:

Brian Waananen  
LVSH Coordinator  
360-239-3463  
brian.waananen@cityoflacey.org

A blue ink signature of Brian Waananen, consisting of stylized initials "BW" followed by a horizontal line.

Brian Waananen  
LVSH Coordinator  
360-239-3463  
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A blue ink signature of Shannon Kelley-Fong, written in a cursive style.

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