**Computer Use Policy**

**Policy**

Staff are required to comply with the following procedures involving their use of Barrington Cafe computers. These include:

▪ Properly switching on their desktop computer.

▪ Correctly logging on to their account in the desktop computer.

▪ Safely switching off their desktop computer.

*Barrington Cafe* observes proper use of its equipment to ensure reliability during tasks related to work and extend service lifetimes. As such, *Barrington Cafe* requires the staff to follow user procedures in switching on, logging on and shutting down their assigned desktop computer.

This policy sets out guidelines for activating, accessing and shutting down Barrington Cafe computers. The primary purpose is to promote responsible computer ownership and reduce the likelihood of

breakdowns that might affect cafe functions.