

NWSBA CENTER COMPUTER POLICY

The NWSBA Center [CENTER] provides personal computers and two wireless printers, as a free service to all attorneys who utilize the Center. The computer includes access to MS Office, the Internet via Wi-Fi connection labeled ATT 522, password 1397967530, and the wireless printer via the labeled NWSBA.

The NWSBA does not have an account with Westlaw, Lexis, etc. You must logon with your personal account. The NWSBA is attempting to work out a deal with the Cook County Library to gain access to their website.

Following are a few rules and guidelines:

1. There will be several different computers for different uses.

- a. Two will be for the Legal Self Help and Pro Bono Program.

These computers will be used exclusively for these programs on Fridays (and any other days) that the programs are running. A schedule will be listed on the Pro Bono door.

- b. One will be for general use.

The PCs are intended for use by all. Please limit your usage to 15 minutes if others are waiting.

NWSBA meetings and occasional seminars receive priority.

2. Attorneys shall **not** install anything (i.e., software) on the CENTER PC hard drive. This puts the NWSBA at risk of license violations, and the software may contain a virus.
3. Downloads are **not** permitted on the CENTER PC. Such information may contain a virus. The NWSBA is not responsible for damage caused by viruses.
4. The NWSBA staff will not provide training or technical support to attorneys utilizing this equipment.
5. However, if the PC or printer malfunctions or if the CENTER's Wi-Fi connection is not operating please call NWSBA staff at 847-621-2378 or jbarth@nwsba.org.
6. Users are responsible for compliance with state, federal and local laws including copyright laws and laws governing unauthorized access.

7. **DO NOT SAVE** your documents on the PC's hard drive. The NWSBA cannot guarantee your privacy – or your client's. **The NWSBA WILL delete any foreign file or unauthorized program found on the hard drive without notice.** This PC includes slots for flash drives. Bring your preferred media for retrieving and filing your work. You may also send your work to your office via an e-mail attachment.
8. Limit internet usage to appropriate web sites. If others see users on inappropriate websites or using the computer for purposes other than legal purposes (i.e. general web surfing, games, shopping) after investigation, privileges may be taken away for the user.
9. Limit printer usage to printing only things that need to be used or provided to the court or clerk on the same day that the document is printed. This is not a substitute for printing out materials in your own office. A 10 page limit to print materials is being instituted. Should this limit be abused, the NWSBA will consider instituting a pay per page system.