

# Photography West Software & Computer Policy

Licenses of the software that we use state that the software is subject to rules such as we cannot loan, resell out of date software, nor rent the software.

(All old software will be shredded.)

## **All software installed on Club Computers are subject to the following:**

1. No Software can be *loaned* or *sold* to club members or guests.
2. Installation of ALL/ANY club approved software will be completed by the Club Computer Administrator. If a member would like to have a specific program installed they must request in writing to the Technical Advisory Committee to look at and make a decision if it can be installed. If any unauthorized software is found on a computer, it will be removed and that member who installed the software will no longer be allowed to use the club computers.
3. Computers in the classroom, club room, scanning room and Still Life-Portrait Studio must be left in the club.
4. Members may sign up for use of a club computer with club installed software when there is no class.
5. The use of the instructor's computer is not included in the above and is only for use in class instruction or other club sponsored activity.
6. The club computers will not to be used to browse the internet, nor to download any material from the internet except when it is needed for a workshop, class, demonstration, club or photo related project.
7. Members who are using the club's computers must bring in their own flash drive or similar device to save any files they are working on. Any pictures, files, etc. left on club computers will be erased when found. If you do not know how to save your work, please contact a member of the Technical Advisory Committee to show you the process.
8. A sign-up book will be provided for members to schedule all computer use.

dated 4-2017