

Computer User Agreement

Please read through the following computer lab rules:

1. Our computers are for training and employment-related work only. No personal business is to be conducted on our computers. Personal business includes but it not limited to social networking sites, pornography, online shopping, or online gaming sites.
2. Please ask before printing more than 10 pages.
3. Please be respectful and courteous to the other people in the lab, including both Mission Services staff and participants. Step outside the computer lab when taking a phone call. Please limit phone calls to employment-related work only.
4. Absolutely no offensive or obscene material may be viewed or downloaded on lab computers. Staff reserves the right to check the computer history at any time if inappropriate computer conduct is suspected. Mission Services Staff are able to remotely access all lab computers in order to ensure they are being used properly.
5. Do not download or install any programs to lab computers unless given permission to do so by Mission Services staff.
6. We cannot be responsible for any personal information left on the computers. Please delete personal files, copy them to a personal storage device such as a flash drive, or ask Mission Services Staff about secure storage options such as Google Docs.
7. No food or beverage is allowed near the computers. No tobacco products are allowed near the computers. This includes but is not limited to: cigarettes, cigars, chewing tobacco, or smokeless tobacco products.
8. Please pick up around the computers when you are finished using them. Please push your chair in before you leave.
9. If people are waiting to use the computers, the staff will enforce a time limit of one hour.
10. If you violate any of these rules, you will be given a verbal warning and asked to leave. A second violation will result in the permanent loss of computer privileges.



Heart of Texas
Goodwill Industries, Inc.
Serving the community since 1955



Goodwill Job Connections & Community Connects

Important Information on Participant Rights Program Information Computer Users Agreement

This booklet contains important information to help you understand how we can help you. Please keep it for your records.

Thank you,

Mission Services Staff

Participant Rights

Participant Rights:

- To be treated with respect, consideration, and dignity
- To be recognized as an individual with unique strengths, weaknesses, and needs
- To receive services that are adequate, appropriate, and in compliance with federal and state laws and regulations
- To be encouraged to exercise rights as a participant and citizen and to be permitted to make complaints and suggestions without fear of coercion or retaliation
- To have freedom to participate by choice in accessible community, social, political, medical, or religious activities and to have freedom to refuse such participation
- To associate and communicate privately and without restriction with people and groups during any reasonable times the facility is in operation
- To receive assistance in following problem solving procedures to obtain resolution to complaints
- To receive assistance from staff members in understanding written materials regarding participant rights
- To be free from unwarranted or illegal invasion of privacy
- To be free from physical, mental, and/or psychological abuse, neglect, or exploitation
- To be free from physical restraint, except as a last resort to prevent physical injury
- To have identifying and personal information kept confidential and secure
- To have and use one's own possessions where reasonable (Goodwill does not assume responsibility for personal items brought on premises)

Goodwill Staff Role in Protecting Client Rights:

- Recognize that the participants have the same rights as all individuals
- Assist and guide participants to exercise their rights to the fullest extent
- Empower participants to conduct themselves properly and to take responsibility for their own actions
- Report any suspected violations of participants' rights to the appropriate director
- Initiate problem resolution procedures when a complaint regarding participant's rights is made

Goodwill Staff Rights:

- To be treated with respect, consideration, and dignity by all participants at all times

Program Information

Please read the following statements regarding the purpose of the Job Connection and Community Connect employment training programs:

1. All Job Connection and Community Connect employment programs are voluntary and designed to help job seekers find permanent employment at a living wage. We do not operate a staffing agency. Instead, we are here to guide you through a successful job search and provide tools to help you succeed.
2. Dedication to your job search and working closely with our staff will improve your chances of finding permanent employment through the program.
3. Job Connections and Community Connects offer a variety of workforce development, financial literacy, and computer classes. These classes are for individuals interested in improving their job search, life skills, and/or computer skills.
4. Maintaining professionalism is crucial when making a first impression to an employer. Clothing should be worn in a clean and neat fashion. Please refrain from wearing clothing that is inappropriate for the workplace. If you do not have clothing for interviews and/or the workplace, please speak with Mission Services staff for resource assistance.
5. Please be punctual for all appointments with Mission Services staff and call at least one hour in advance if you are going to miss an appointment or class.
6. Dedication to your job search and working closely with a Mission Services staff member will improve your chances of finding permanent employment. Please contact a Mission Services staff member or your Success Coach approximately once a week to report the progress of your job search and update any changes to your address or phone number. **Additional contact with Mission Services staff may be necessary to assist your job search including, but not limited to phone calls and/or emails.**
7. Once you have found employment, please notify Mission Services staff.