

# **BOYS & GIRLS CLUB OF THE OZARKS**

## **RESPONSIBLE COMPUTER USE GUIDELINES**

The Boys & Girls Club of the Ozarks computer networks and Internet access are available to members to enhance their educational experience and become literate in an increasingly technological world.

All Boys & Girls Club of the Ozarks networks and Internet access are the property of the Boys & Girls Club of the Ozarks and will be controlled and administered through Board of Directors policy and staff management and application.

The purpose of these Responsible Use Guidelines is to foster the appropriate use of that network and the Internet. The following Guidelines apply to all users (Club Staff and Members) whenever they access the Boys & Girls Club of the Ozarks network connections.

### **Educational Purpose**

The BGCO network has been established for educational purposes limited to classroom activities, career development, and independent scholastic research on appropriate subjects. Information that users can access is:

- Sites necessary for job performance
- Sites that enrich the learning environment of the Club
- Sites that support Club program.

The BGCO network has not been established as a public access service or a public forum. The Club has the right to place reasonable restrictions on the material you access or post through the system.

You may not use the BGCO network for commercial purposes. This means you may not offer, provide, or purchase products for services through this network.

You may not use the BGCO network for political lobbying, but you may use the system to communicate with elected representatives and to express your opinion on political issues.

You may not use the BGCO network for any sectarian religious activities.

You will abide by the rules established by the Unit Director as to use and access to the Technology Center.

### **Personal Safety**

You will not post personal contact information about yourself or other people. Personal contact information includes (but is not limited to) home, school, or work addresses and telephone numbers.

You will not agree to meet with someone you have met online without your parent's approval. A parent or guardian should accompany you to this meeting.

You will promptly disclose to the Unit Technology Director or any other Club staff member or adult volunteer any message that you receive that is inappropriate or makes you feel uncomfortable.

### **BGCO Web Site**

All postings to the BGCO web site must be cleared by the Executive Director.

You will not post on the Web site any personal information about yourself, Club member, or Club staff.

When posting member's creative work (such as pictures of paintings, sculptures, written stories, etc.) only first names will be used to identify the author.

All pictures posted must be cleared by the Unit Director. Group pictures are best used instead of individual pictures. No identifying information as to names and location will be used.

You will not hook up any personal equipment to BGCO equipment or network or use personnel software on BGCO equipment or network without the express approval of the Unit Technical Director or the Program Director. Without appropriate authority, you will be responsible to any and all damage to BGCO equipment and network as well as damage to your personal equipment and/or software.

### **Illegal Activities**

You will not attempt to gain unauthorized access to the BGCO network or to any other computer system through the BGCO network. This includes attempting to log on through another person's account or access another person's files. These actions are illegal, even if only for the purposes of 'browsing'.

You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses.

You will not use the BGCO network to engage in any illegal act, including but not limited to arranging for the purchase or sale of drugs or alcohol, engaging in criminal activity, or threatening the safety of another person.

You will not copy, install, or use any software or data files in violation of applicable copyrights or license agreements, including but not limited to downloading and/or distribution of music, movies, or any other electronic media via the internet. All software or data bases to be installed on BGCO computers and/or network must have a valid license in writing and purchase order as necessary to document such license.

You will not make unauthorized copies of software or data bases, for use elsewhere, of software residing on BGCO computers.

### **System Security**

You are responsible for your individual user account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person. The exception is that a copy of all passwords used on Club equipment and/or systems will be maintained in the Administration Office.

You will immediately notify the Unit Technology Director or any other Club staff member or adult volunteer if you have identified or witnessed a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.

### **Inappropriate language**

Restrictions against inappropriate language apply to public messages, private messages, and material posted on a Web page.

You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful forms of communication. This applies to verbal and written language, diagrams, photographs, representations, videos or any other form of communication.

You will not post information that could cause damage or a danger of disruption.

You will not engage in personal attacks, including prejudicial or discriminatory attacks.

You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending him or her messages, you must stop.

You will not knowingly or recklessly post false or defamatory information about a person or organization.

### **Respect for Privacy**

You will not re-post a message that was sent to you privately without permission of the person who sent you the message.

You will not post private information about another person.

### **Plagiarism and Copyright Infringement**

You will not plagiarize works that you find on the Internet. Plagiarism is taking ideas or writings of others and presenting them as if they were yours.

You will respect the right of copyright owners. Copyright infringement occurs when you reproduce a work that is protected by a copyright without authorization. If a work contains language that specified appropriate use of that work, you should follow the expressed requirements. Copyright law can be very confusing. If you have any questions ask the Unit Technology Director or a qualified staff member.

### **Inappropriate Access to material**

You will not use the BGCO network to access material that is profane or obscene (pornographic), that advocates illegal acts, or that advocates violence or discrimination toward other people (hate literature). A special exception may be made for hate literature, if the purpose of your access is to conduct research, and both your teacher and parent/guardian approve.

If you mistakenly access inappropriate information, you should immediately tell the Unit Technology Director or any Club Staff member or volunteer. This will protect you against a claim that you have intentionally violated this policy.

Your parent/guardian should instruct you if there is additional material that he or she thinks would be inappropriate for you to access. The Boys & Girls Club of the Ozarks fully expects you to follow your parent's/guardian's instructions in this matter.

### **Your Rights**

BGCO's network is considered a limited forum, similar to the school newspaper and therefore the Club reserves the right to regulate that forum for valid educational reasons. The Club will not restrict your speech on the basis of a disagreement with opinions you are expressing.

You should expect only limited privacy of the contents of your personal files on the BGCO system. This situation is similar to the rights you have in the privacy of your school locker.

An individual search will be conducted, if there is a reasonable suspicion that you have violated these Guidelines, other Boys & Girls Club of the Ozark's policies and procedures, or the law.

### **Disciplinary Actions**

Members who violate these Responsible Use Guidelines may be denied future Internet and/or network privileges for a defined period of time, and/or be subject to other disciplinary measures as set forth by the Unit Director and Boys & Girls Club of the Ozarks staff.

**This Section Must Be Signed by a Parent or Guardian  
for All Members Under Age 18**

As a parent or guardian of this member, I have read the Boys & Girls Club of the Ozarks' Responsible Use Guidelines. I understand that access to the Boys & Girls Club of the Ozarks network and the Internet is designed for educational purposes and the Boys & Girls Club of the Ozarks has taken available precautions to educate members on appropriate educational material. However, it is understood that no matter how much supervision and monitoring the Club offers, there will always be the possibility of my child coming into contact with inappropriate material, and I will not hold the Boys & Girls Club of the Ozarks responsible for materials acquired on the network.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Club Member Name

\_\_\_\_\_  
Club Member Number

\_\_\_\_\_  
Club Member Signature

\_\_\_\_\_  
Staff Member Signature

\_\_\_\_\_  
Date