



**BOYS & GIRLS CLUBS**  
OF KING COUNTY

*Acceptable Use Policy and Procedures for the Boys & Girls Clubs of King County  
Technology Centers:*

**As a county, our goal is to create a safe and professional environment within our Technology Centers and Programs where all students and staff members adhere to the following procedures. We must all be consistent and model the appropriate behaviors.**

**Computer Lab Rules**

1. No food, candy, or drinks may be consumed or present in the computer lab.
2. Running and/or horseplay are not permitted.
3. Treat all equipment with respect.
4. Leave your workstation cleaner than you found it.
5. After using software, return it to its rightful place.
6. No violent games.

**Behavior Expectations**

1. Follow all computer lab rules consistently.
2. Listen to, and follow staff directions.
3. Be respectful to others at all times.
4. Do not visit inappropriate websites.
5. Do not respond to unsolicited messages or websites.

**Acceptable Computer Use Guidelines**

The Boys & Girls Clubs of King County Computer Education Centers and Internet access are available to all members to enhance their educational experience and foster computer literacy in a high-tech world. The following guidelines apply to all users when they use a computer in the Boys & Girls Clubs of King County Computer Education Centers.

**Educational Purpose**

The technology programs within the Boys & Girls Clubs of King County have been established as bases with which to support educational activities, career

development, and independent scholastic research on appropriate sites. These centers do not serve as either public access services or public forums.

### **Unacceptable Uses**

Staff of the Boys & Girls Clubs of King County will not tolerate the following uses. (It is reasonable to assume that individual clubs may have additional restrictions concerning use.)

1. No installing unapproved software.
2. No Instant Messaging
3. No Chat Rooms
4. No personal e-mails during class or other “homework only,” sessions.
5. No accessing or downloading any site that **exhibits violence, sex, inappropriate language, or defamation of character, religion, race, creed, sexual preferences, or gender.**

**If a member accidentally accesses an inappropriate site, please do the following:**

1. Turn off your monitor.
2. Raise your hand and tell a staff member about the problem.

### **Illegal Activities**

No member or staff may attempt to gain unauthorized access to the Boys & Girls Clubs of King County network. This includes any attempt to logon through another person’s account or any attempt to access another person’s files. These actions are illegal even if only for the purpose of “browsing.” No member or staff person shall make deliberate attempts to disrupt the computer system or destroy data by spreading viruses. The network may not be used to engage in any illegal act, including but not limited to engaging in criminal activity or threatening the safety of another person.

### **System Security**

Each member is responsible for his or her individual user account and should take all reasonable precautions to protect this account. Under no conditions should a member provide another person with their password or account information. If you have identified or witnessed a possible security breach, notify a staff person immediately. Do not look for security problems as this in and of itself may constitute or be construed as an illegal attempt to gain access.

## **Inappropriate Language**

Restrictions concerning inappropriate language apply to public messages, private messages, games, and material posted on Web pages. Members and staff may not use unacceptable or disrespectful forms of communication. This applies to verbal, non-verbal, and written languages, diagrams, photographs, representations, videos, or any other form of media. Posting dangerous or damaging information will not be tolerated. Members and staff may not post false or defamatory information about any person or organization.

Personal, prejudicial, or discriminatory attacks are unacceptable. Harassment and sexual harassment are illegal, and strictly forbidden. Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. Unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive environment. If you are told to stop sending messages to someone, you must cease and desist.

## **Respect for Privacy**

Please respect each individual's right to privacy. Do not re-post private messages without permission from the sender.

## **Plagiarism and Copyright Infringement**

Plagiarism is the act of using others' ideas and words without clearly acknowledging the source of that information. Members and staff of the Boys & Girls Clubs must respect the rights of copyright **and** non-copyright owners. Copyright infringement occurs when you reproduce a work that is protected by copyright without authorization. If a work contains language that authorizes specific use, you should follow the requirements. If you have any questions please ask an adult staff member.

## **Inappropriate Access to Material**

The computer equipment within the Boys & Girls Clubs of King County may not be used to access any profane or obscene material that advocates illegal acts or promotes violence or discrimination toward other people. This includes but is not limited to explicit song lyrics, hate literature, and pornography. An individual search will be conducted if there is reasonable suspicion that a member has knowingly violated these guidelines or the law.

## **Disciplinary Actions**

Members and staff who violate the Acceptable Use Policy may be denied access to the technology centers and programs for a specified time period. Based upon the nature of the violation, they may also be subject to other disciplinary measures as set forth by staff from the Boys & Girls Clubs of King County. Immediate suspension or expulsion may result in any situation where it has been determined by staff that the safety of any individual is at risk.



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**A parent or guardian for all members under age 18 must sign this section.**

As a parent or guardian of this child, I have read the Boys & Girls Clubs of King County Acceptable Use Policy. I understand that access to the Boys & Girls Clubs technology centers and programs are designed for educational purposes and the Boys & Girls Club has taken precaution to educate members on appropriate use. I understand that regardless of close supervision and monitoring, there will always be the possibility of my child coming into contact with inappropriate material and I will not hold the Boys & Girls Clubs of King County and/or club staff responsible.

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Member Name

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Parent / Guardian Name

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Parent / Guardian Signature

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Date



**BOYS & GIRLS CLUBS**  
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**A parent or guardian for all members under age 18 must sign this section.  
(read carefully)**

I hereby permit the Boys & Girls Clubs of King County to post **photographs** of my child on the Boys & Girls Club website. I understand that I will be notified 3-10 days in advance of any posting and I reserve the right to decline the post at that time if I choose.

**Yes**

**No**

I hereby permit the Boys & Girls Clubs of King County to post my child's **creative artwork** on the Boys & Girls Club website. I understand that I will be notified 3-10 days in advance of any posting and I reserve the right to decline the post at that time if I choose.

**Yes**

**No**

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Member's Name

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Parent / Guardian's Name

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Parent / Guardian's Signature

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Date