



## **TECHNOLOGY ACCEPTABLE USE POLICY**

### **CLUB-PROVIDED ACCESS TO ELECTRONIC INFORMATION, SERVICES, AND NETWORKS**

The Boys Girls Club of the Prairie Band Potawatomi Nation provides access for Club members and staff to state of the art computer technology, electronic mail and the World Wide Web via the Internet – a worldwide network of networks. All users share responsibility for using the Club’s computer facilities and network access in an effective, efficient, and ethical manner consistent with the objectives of the Club. Access is a privilege, not a right, and it entails responsibility and accountability by users.

### **TECHNOLOGY PRIVACY**

Club members shall have no expectation of privacy when using Club e-mail or computer systems. Club members must use appropriate language in all messages. Club members are expected to use the system following guidelines approved by staff, management, or the Board of Directors.

Any e-mail or computer application or information in Club computers or computer systems is subject to monitoring by the staff and/or management. The Club retains the right to duplicate any information created by the Club members in a computer system or any individual computer. Club members who violate these rules or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from the Club.

### **CLUB INTERNET AND E-MAIL RULES**

Individual users of Club computer networks are responsible for their behavior and communications over these networks. It is presumed that users will comply with Club standards and will honor the agreements they have signed to this effect. In addition, the Club has taken steps to restrict individual access to controversial materials. These steps include the development of acceptable use guidelines and staff supervision of Club members. However, even with these safeguards in place, there is no guarantee that individuals will not be able to access materials which may be objectionable. Beyond the clarification of such standards and implementation of reasonable safeguards, the Club is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

Communications over these networks should not be considered private or confidential. Network supervision and maintenance may require review and inspection of directories or messages to maintain system integrity. Messages may be diverted accidentally to a destination other than the one intended or may be intercepted by third parties. Privacy in these communications is not guaranteed. The Club also reserves the right to access

stored records or messages in cases where there is reasonable suspicion to expect wrongdoing or network misuse.

## **PROHIBITED CONDUCT**

The following uses of Club-provided Internet, network, and e-mail access are NOT permitted:

1. to access, upload, download, or distribute pornographic, obscene or sexually explicit material;
2. to transmit obscene, abusive, insulting, harassing, sexually explicit, or threatening language;
3. to use another's password or allow someone else to use your password;
4. to intentionally introduce malicious code or viruses into any computer resource;
5. to use the network for commercial purposes; including but not limited to Internet gambling, solicitation or advertising without prior authorization;
6. to knowingly violate any tribal, local, state, or federal statute;
7. to disseminate personally identifiable Club member records or information when such records are protected by law;
8. to vandalize, damage, or disable the property of another individual or organization;
9. to install, copy or remove software on Club-owned computers without prior authorization;
10. to access another individual's or organization's materials, information or files without permission; and
11. to violate copyright or otherwise illegally use the intellectual property of another without permission.

## **SANCTIONS**

Any violation of this policy may result in loss of Club-provided access to the Internet and/or e-mail. Additional disciplinary action may be determined by the Executive Director/CPO in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

## **DISCLAIMER**

The Club makes no warranties of any kind, either express or implied, for the network access it is providing. The Club will not be responsible for:

1. for any damages users suffer, including – but not limited to – loss of data resulting from delays, interruptions in services or computer viruses;

2. the accuracy, nature, or quality of information stored on Club diskettes, hard drives, or servers;
  3. the accuracy, nature, quality of information gathered through Club-provided Internet access; or
  4. any unauthorized financial obligations resulting from Club-provided access to the Internet.
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**BOYS & GIRLS CLUB OF THE PRAIRIE BAND POTAWATOMI  
ACCEPTABLE USE AGREEMENT**

I understand and accept my responsibilities detailed above as a user of the Internet and technology in the Boys & Girls Club of the Prairie Band Potawatomi Nation. I am aware that if I choose not to follow the guidelines, I may lose my Internet or computer privileges.

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Club Member Signature

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Date

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Parent Signature

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Date

(Approved by Board of Directors on November 8, 2006)