

**Boys & Girls Club of Highlands County
Policy and Code of Conduct
Responsible Use Guidelines**

The Boys & Girls Club of Highlands County is not a daycare facility. It is imperative that you instruct your child as to his/her responsibilities upon arriving at the Club, participating in activities and leaving the program. Use of the Boys & Girls Club facility is a privilege that cannot be abused. We have developed a general Club Code of Conduct outlined below and will also strictly adhere to the Highlands County Schools Code of Conduct. Please review these with your child. Our programs focus on the academic and personal enrichment of your child while simultaneously offering parental support.

ARRIVAL/DEPARTURE

ARRIVAL: Come to the Club immediately after school, check in with staff, sign in, and sit quietly during assembly. Please stay with your assigned staff as you rotate throughout your designated programs. Parents should instruct their child to stay in the building at all times, unless accompanied by a staff member. The Boys & Girls Club does not accept responsibility for your child's actions or behavior outside of the Club.

DEPARTURE: When picking your child up from the Club, parents MUST come into the building and sign your child out and note any flyers and notices. All members should check with staff before leaving the Club, even with your parent/guardian. If your child walks or rides a bike to the Club, parents should inform the Unit Director as to what time he/she is permitted to leave the program. Your child should still check with staff before leaving. A written and notarized parent permission slip MUST be in the child's file before we will release them to ride or walk home. Specific instructions, time allowed departing; phone number and route must be included in this form. Parents are required to leave the names of 3 individuals who are allowed to pick your child up. If someone other than one of these 3 people is to pick up your child, then a written note should be given to the Unit Director at the time of check in. Picture ID and signature will be required to pick the child up.

CLUB CODE OF CONDUCT

CHECK IN AND SIT DOWN QUIETLY: Assembly is important to make announcements, see who is here and promote upcoming events. It takes 30 minutes a day if everyone will cooperate, sit quietly and listen.

PLAY SAFELY IN SUPERVISED AREAS ONLY: There must be a staff person in any area you are in. Club members are only allowed to be in the Club building, computer lab, and playground at designated times with a staff member. Only walking is permitted inside any of our buildings.

CELL PHONE USAGE: Cell phones are not to be used during Boys & Girls Clubs program hours.

RESPECT YOURSELF, OTHERS, CLUB FACILITY, EQUIPMENT AND STAFF: Do not act foolishly to entertain other members. Foul language, name calling, intimidation and fighting are not permitted. Listen to staff and follow their directions. Using the Club and its equipment is a privilege and we must not abuse it. Membership in the B&GCHC is also a privilege that will be revoked, for failure to follow the above code.

ACCEPTABLE-USE POLICY

PARENT PERMISSION FORM: The Boys & Girls Club of Highlands County (B&GCHC) computer network and Internet access are available to members to enhance their educational experience and become literate in an increasingly technological world. 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 whenever they access the Boys & Girls Club's network connection.

EDUCATIONAL PURPOSE: The B&GCHC network has been established for educational purposes limited to classroom activities, career development, and independent scholastic research on appropriate subjects. The B&GCHC network has 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 are also expected to follow the Club's Student Behavior Standards when accessing the network. You may not use the B&GCHC network for commercial purposes. This means you may not offer, provide, or purchase products or services through this network. You may not use the B&GCHC network for political lobbying, but you may use the system to communicate with elected representatives and to express your opinion on political issues.

UNACCEPTABLE-USE POLICY

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 Director or any other Club staff member or adult volunteer any message that you receive that is inappropriate or makes you feel uncomfortable.

ILLEGAL ACTIVITIES: You will not attempt to gain access to the B&GCHC network or to any other computer system through the B&GCHC network. This includes attempting to log on through another person's account or access another person's files. These actions are illegal, even 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 B&GCHC network to engage in any illegal act, including but not limited to arranging for the purpose or sale of drugs or alcohol, engaging in criminal activity, or threatening the safety of another person.

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. You will immediately notify the Unit 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 Web pages. 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 the 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 rights 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 specifies 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 Director or a qualified staff member.

INAPPROPRIATE ACCESS OF MATERIAL

You will not use the B&GCHC 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 or guardian approve. If you mistakenly access inappropriate information, you should tell the Unit Director or any Club Staff member or volunteer. This will protect you against a claim that you will have intentionally violated this policy. Your parent or 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 fully expects you to follow your parent or guardian's Instructions in this matter.

YOUR RIGHTS

B&GCHC'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 B&GCHC system. This situation is similar to the rights you have in the privacy of your locker. An individual search will be conducted, if there is a reasonable suspicion that you have violated these guidelines, the Boys & Girls Club of Highlands County Member Behavior Standards, or the law.

DISCIPLINARY ACTIONS

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

ACCEPTANCE OF TERMS AND CONDITIONS-RESPONSIBLE USE GUIDELINES

YOU HAVE READ AND UNDERSTAND THE GUIDELINES: As a parent or guardian of a member of the Boys & Girls Club of Highlands County, I have read the Responsible Use Guidelines. I understand that access to the Boys & Girls Club Network and the Internet is designed for educational purposes and the Boys & Girls Club has taken available precautions to educate members on appropriate educational materials. However, it is understood that no matter how much supervision and monitoring that the Club can offer, 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 Highlands County responsible for materials acquired on the network.

PHOTO RELEASE

REQUIRED: DOWNLOAD, SIGN AND RETURN TO DIRECTOR AT THE CLUB: *Once signed and turned in to the club, it will stay on file until revoked by parent/guardian with an updated Photo Release form submitted to the Director at the Club.*

For good and valuable consideration, receipt of which is hereby acknowledged, I hereby grant the Boys & Girls Club of Highlands County, its nominees, successors, and assigns or those for whom the Boys & Girls Club is acting, the absolute right and permission to copyright and/or use pictures, sound recordings or video recordings of my child, in which he/she may be included in whole or in part, or composite or distorted in character form or art, advertising, business or trade or any other lawful purpose whatsoever. I hereby waive any right that I may have to inspect or approve the finished product, manuscript or advertising that may be used in connection therewith or the use for which it may be applied. I hereby release, discharge and agree to save harmless their legal representatives, designees, successors and assigns or others acting under the permission of the Boys & Girls Club of Highlands County from any liability by virtue of any use whatsoever.

The Member Application Parent Portal (MAPP) is a website to allow you, a parent/guardian, access to your child/children's information. Once granted access, you will be required to enroll your child, update your child/children's general, medical, contact, employment and other enrollment-related information. Additionally, you will be able to view your account balance, status and make payments online. The Club staff will communicate with you by sending out important email communication regarding activities, hours of operations and events. The MAPP website will only allow one account owner/*generic email. As the primary account owner, you will need to be on file as the parent/guardian for the child/children listed. Once the MAPP website is activated, you will be emailed a verification link and a password to log in. Access will be at the convenience of your phone, tablet or home computer.

**Generic/Multiple user access recommendation: Set up a generic email (yahoo/gmail) account where multiple users have login/password access to view their child/children's information.*

Club staff will be available to assist you in any way.

PARENT CONTRACT

BOYS & GIRLS CLUB PROGRAMS WILL PROVIDE:

Homework hour by trained Youth Development Professionals.

- Creative and enjoyable enrichment/prevention activities.
- A safe and supervised environment.
- USDA approved snacks after school and on non-school days.
- A positive and fun atmosphere for your child.
- Character enriching activities and special event opportunities. Attend one parent meeting per month (sign in required).

AS A PARENT/GUARDIAN I AM REQUIRED TO:

- Attend one special event per year (sign in required).
- Pick my child up promptly when program ends, late fees will apply.
- Notify Unit Director, preferably in writing, of any concerns with program Adhere to the terms of the discipline policies, of Boys & Girls Club, as outlined in membership application.
- Communicate with Unit Director when child will have extended absence.
- If child walks or rides bike we MUST have a signed and notarized letter stating this is permitted by you
- If child is taking any medications, child must have medication authorization form signed by parent/guardian.
- Allow Boys & Girls Club specified staff access to Highlands County's Parent Portal by signing a release form.
- Private School students' parents must sign a release form that allows Boys & Girls Club staff access to their academic, discipline and absence/tardy records from the school they are attending.
- Required to set up a Member Application Parent Portal (MAPP) account and maintain an active email address.
- Required to register and keep the member's information up-to-date.
- Log into MAPP weekly to check balances and make payments.

YOUR CHILD IS REQUIRED TO:

- Attend and participate in programs.
- Respect the Club staff and tutors.
- Listen and follow instructions.
- Get on the bus assigned and follow the bus driver's rules.
- Work hard!
- Have lots of fun!

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ALL FORMS THAT REQUIRE A SIGNATURE ARE LOCATED ON THE FORMS PAGE

WEBSITE: <https://boysandgirlsclubofhighlandscounty.com>

I have read this policy. I understand and agree to the terms and conditions.

Parent/Guardian Name: *(print)* _____

Parent/Guardian Signature: _____

Today's Date: _____

Club Use

Club Name: _____

Received By: (print/initial) _____