



LUDLOW COMMUNITY CENTER  
RANDALL BOYS & GIRLS CLUB

## INFORMATION COMMUNICATION TECHNOLOGY POLICY School-Age Members

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### **Statement of Purpose**

The Ludlow Community Center /Randall Boys & Girls Club (a/k/a Ludlow Boys & Girls Club) shall provide access for members to utilize existing and emerging technologies and resources, including access to the internet, for educational purposes. The purpose of Information Communication Technology (ICT) is to assist in preparing members for success in life and work by providing access to a wide range of information and ability to communicate to others.

Electronic information research and critical thinking are now fundamental to preparation of 21<sup>st</sup> Century citizens and employees. Access to ICT tools and services will enable members to explore web-based content, communicate and collaborate with people throughout the world. Making the Internet available to members carries with it the potential that some members might encounter information that others have identified as controversial or potentially harmful. Because the internet is globally accessible and changes daily, it is not always possible to predict what members may encounter in some areas of the internet. Some members may locate information that they or others consider inappropriate. The Ludlow Boys & Girls Club does not condone the use of inappropriate materials nor does it encourage members to seek out inappropriate material. Concern about Internet information will be handled in the same manner as other disciplinary concerns are handled. The Ludlow Boys & Girls Club believes that the benefits to members from access in the form of information resources and opportunities for collaboration exceed the disadvantages. Ultimately, parents/guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources.

### **Availability**

Members will have access to the use of telecommunications and electronic information resources that are educational and enrich the Boys & Girls Club learning environment. Such access is a privilege, not a right. All members shall be required to acknowledge receipt and understanding of regulations and procedures governing use of the system and shall agree in writing to comply with such regulations and procedures. The Ludlow Boys & Girls Club reserves the right to change these rules at any time without notice. Noncompliance with application regulations and procedures may result in suspension or termination of user privileges and other disciplinary actions. Violations of law may result in criminal prosecution as well as disciplinary action by the Ludlow Boys & Girls Club.

### **Monitored Use**

Use of the Ludlow Boys & Girls Club ICT resources is considered consent to this policy and the Ludlow Boys & Girls Club's right to engage in monitoring activities.

Electronic communication and other use of digital resources by members shall not be considered confidential or private and may be monitored at any time by designated staff to ensure appropriate use

as well as to ensure the safety and security of minors when using existing and emerging electronic communication and other use of digital resources.

As the system is routinely maintained and monitored, discoveries may arise that the user has violated the Ludlow Boys & Girls Club Acceptable Use Policy or law.

The Ludlow Boys & Girls Club reserves the right to monitor, inspect, copy and review Club technology and personally owned devices.

### **No Liability**

The Ludlow Boys & Girls Club shall not be liable for users' inappropriate use of electronic resources or violations of copyright restrictions, users' mistakes or negligence, costs or financial liabilities incurred by users, or damages sustained by users, including but not limited to service interruptions or data loss. The Ludlow Boys & Girls Club shall not be responsible for ensuring the accuracy or usability of any information found on external networks.

Members are responsible for their own personal devices. The Ludlow Boys & Girls Club is not responsible for the security and condition of member's personal device. Furthermore, the Ludlow Boys & Girls Club is not liable for the loss, damage, misuse or theft of any personally owned device brought to the Ludlow Boys & Girls Club.

### **Technology, Network, and Internet Access**

ICT tools and resources are the property of the Ludlow Boys & Girls Club and are intended exclusively for Ludlow Boys & Girls Club business and educational use only.

Acceptable uses of ICT tools and resources support the educational principles and purposes consistent with the content hereof.

As access entails responsibility, access to ICT tools and resources will be provided to members who agree to act in a considerate and responsible manner. Members are responsible for good behavior on Ludlow Boys & Girls Club computers and networks as well as personally owned devices.

Since communications on the Ludlow Boys & Girls Club network or on the internet are often public in nature, general policies and rules for behavior and communications apply.

Any member who observes a violation of this policy shall make notification to a staff member immediately.

Unacceptable uses of technology and the system/network include, but are not necessarily limited to the following:

### **Personal Safety**

- Users will not post personal contact information about themselves or other people without proper permission as contained herein. Personal contact information includes address, telephone (cell or otherwise), school address, work address, photographs, portraits, etc.
- Users will not agree to meet with someone they have met online without their parent/guardian's approval and participation.
- Users will promptly disclose to a staff member any message they receive that is inappropriate or makes them feel uncomfortable.

### **Illegal Activities**

- Users will not attempt to gain unauthorized access to the Ludlow Boys & Girls Club's network or to any other computer network through the Ludlow Boys & Girls Club network, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These are illegal, even if only for the purpose of "browsing".
- Users will not make deliberate attempts to disrupt the computer network performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Users will not use the Ludlow Boys & Girls Club's ICT tools and resources to engage in any other illegal act, including, but not limited to, arranging for sale or use of drugs, or purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, cyber-bullying etc.
- Unauthorized users will not manipulate, attempt to manipulate, or distribute the Ludlow Boys & Girls Club's network, applications, or data.

### **System Security**

- Users will immediately notify a staff person if they have identified a possible security problem. Users will not go looking for security problems, because this may be constructed as an illegal attempt to gain access. The staff person will immediately inform the network administrator.
- Users will not remove computer equipment (hardware, software, data, etc.) without authorization, nor will they damage computer hardware or software. This rule also applies to parts of computers, mice, keyboards, monitors, or any other ICT tool or resource which are also Ludlow Boys & Girls Club property.
- Users will not copy or attempt to copy data or software without authorization.
- Users will not delete or attempt to delete the work of others.

### **Inappropriate Language. Graphics. Video. Audio**

- Restrictions against inappropriate language, graphics, video, audio apply to public messages, private messages, screen savers and wallpaper, material posted on web pages (or web-based content), and use of the Ludlow Boys & Girls Club's tools and resources.
- Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language, graphics, video, or audio.
- Users will not post information that, if acted upon, could cause damage or danger or disruption.
- Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending him/her messages or harassing him/her, the user must stop.
- Users will not knowingly or recklessly post false or defamatory information about a person or organization.

- Users will not engage in any form of cyber-harassment or cyber-stalking.

### **Respect for Privacy**

- Users will not repost a message that was sent to them privately without permission of the person who sent them the message.
- Users will not post private information about another person.

### **Respecting Resource Limits**

- Users will not download files, graphics, video, audio or music without the supervising staff's permission.
- Users will not engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
- Users will not install games or engage in unauthorized and time-consuming recreational activity.
- Users will not use computer account for work not authorized for that account.
- Users may not use technology tools or network for personal advertisements, solicitations or products or services, or for commercial purposes or financial gain.

### **Plagiarism and Copyright Infringement**

- Users will not plagiarize works that they find on the internet. Plagiarism is taking the ideas of writings of others and presenting them as if they were original to the user.
- Users will respect the rights of copyright owners. While the Ludlow Boys & Girls Club encourages its members to enrich their learning by making proper use of supplementary materials, it is the responsibility of the member to abide by the Ludlow Boys & Girls Club's copying and web publishing procedures and obey the requirements of the law. The Ludlow Boys & Girls Club cannot be responsible for any violations of the copyright law by its members. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not he/she can use a work, he/she should request permission from the copyright owner. Individuals who fail to adhere to copyright law and procedures may be held personally liable for copyright infringement.

### **Inappropriate Access to Material**

- Users will not use the Ludlow Boys & Girls Club's ICT tools and resources to access materials that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
- If a user inadvertently access such information, he/she should immediately disclose the inadvertent access to his/her staff person. The staff person will complete an incident report. This will protect user against an allegation that they have intentionally violated the Acceptable Use Policy.