<u>Vandenberg Youth Programs Policies and Procedures for the Open Rec Tech Lab</u>

<u>Computer Lab Guidelines:</u>

1. No food or drinks allowed in the lab

2. Treat all equipment with respect

4. Push in chairs when finished using the computers

5. No backpacks allowed in the lab

Youth Initial_____

<u>Youth Computer Lab Behavior Guidelines:</u>

1. Follow all computer lab rules at all times

2. Follow staff directions

3. Be respectful to adults and peers at all times

4. Members will not visit inappropriate sites (any site that exhibits violence, sex, inappropriate language and or dress)

5. Members will not respond to any unsolicited messages or websites

6. No YouTube! Without the permission of a staff member

Youth Initial _____

<u>IPad Usage Guidelines:</u>

1. No removing IPad from designated area

2. No downloading of any apps not authorized by staff

3. No giving out any personal information

4. Always remember to log out of social media accounts

Youth Initial_____

I understand that using the Vandenberg Youth Center IPad I'm allowing my youth to log-in to social media sites and apps that may expose them to content not suitable for their age group. Youth Center IPads are equipped with Facebook, Instagram, Twitter, and Pinterest.

The technology program for Vandenberg Youth Programs has been established for educational purposes limited to classroom activities, educational learning games and activities, career development and independent scholastic research on appropriate sites. The technology program has not been established as a public access service or public forum.

<u>Unacceptable Uses:</u>

1. No installing unapproved software

2. No instant messaging

3. No accessing or downloading of inappropriate sites

Youth Initial____

Inappropriate Language:
Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages. You will not use unacceptable or disrespectful forms of communication. This applies to verbal, non-verbal and written language, diagrams, photographs, representations, videos or any other form of communication. You will not post information that could cause damage or danger. You will not engage in personal attacks, including prejudicial or discriminatory attacks. _____

                                                                                                    Youth Initial

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. _____

                                                                                                    Youth Initial

Disciplinary Actions:
Members who violate this policy may be denied future internet and or network privileges for a specified period of time. Immediate suspension or expulsion may result in any situation where, in the judgment of the staff sees the safety of any individual at risk. I understand that access to the Vandenberg Youth Center Open Rec network and the internet is designed for educational purposes and the Vandenberg Youth Center Open Rec has taken precautions to educate members on appropriate educational materials. However, it is understood that no matter how much supervision and monitoring, the club staff can offer, there will always be the possibility of my child coming into contact with inappropriate material, and I will not hold the Vandenberg Youth Center and club staff responsible.

Contract Violation Consequences:
1st Offense: verbal and written warning with loss of Tech Lab/equipment privileges for the day

2nd Offense: Suspension for 1 week from Open Rec Tech Lab and Tech equipment

3rd Offense: Suspension from Open Rec Tech Lab/Tech equipment for the remainder of your membership

_____   _____

              Parent Signature   Date

_____   _____

              Youth Signature   Date