



**ISLAND OF HAWAII YMCA**  
300 W. Lanikaula St. Hilo, HI 96720

# Island of Hawaii YMCA CONNECTIVITY PROGRAM

## Member Handbook

Member Computer/Tablet/Internet/Technology Use Policy

Edited:

The Island of Hawaii YMCA provides computers/tablets, networks, and internet access to support the educational mission of the Island of Hawaii YMCA and to enhance the learning opportunities for members and Island of Hawaii YMCA staff. We believe that the resources available through the internet are of significant value in the learning process and preparing student members for future success. At the same time, the unregulated availability of information and communication on the internet requires that Island of Hawaii YMCA establish reasonable controls for lawful, efficient, and appropriate use of the technology.

Member use of Island of Hawaii YMCA computers/tablets, networks, and internet services is a privilege, not a right. Members are required to comply with this policy and the accompanying rules. Members who violate the policy and/or rules may have their computer privileges revoked and may be subject to further disciplinary and/or legal action.

All Island of Hawaii YMCA computers/tablets remain under the control, custody, and supervision of the Island of Hawaii YMCA. The Island of Hawaii YMCA administration reserves the right to monitor all computer and internet activity by member. **Members will have no expectation of privacy in their use of Island of Hawaii YMCA computers.**

While reasonable precautions will be taken to supervise youth members use of the internet, the Island of Hawaii YMCA cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communications with persons outside of the Island of Hawaii YMCA in violation of Island of Hawaii YMCA policies/procedures and rules. The Island of Hawaii YMCA is not responsible for the accuracy or quality of information that is obtained through the internet.

Before a member is allowed to use Island of Hawaii YMCA computers/tablets and internet services, the member and/or the Island of Hawaii YMCA's parent/guardian must sign and return the Computer/Internet Access Acknowledgement form. The Island of Hawaii YMCA will retain the signed acknowledgement. This document needs to be signed annually.

Before members can take Island of Hawaii YMCA laptops/tablets home, they and/or their parent/guardian will need to participate in one of the orientation classes offered at the Island of Hawaii YMCA prior to.

## **Member and Computer/Tablet Use Rules**

These rules are intended to provide general guidelines and examples of prohibited uses, but do not attempt to state all required and prohibited activities by users. Failure to adhere with these rules may result in loss of computer, tablet, handheld devices and internet privileges, disciplinary, and/or legal action.

Member use of the Island of Hawaii YMCA's computers, tablets, handheld devices, networks, and internet services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action. The YMCA's CEO shall have the final authority to decide whether a member's privileges will be denied or revoked.

## **Acceptable Use Policy**

**Member access to the Island of Hawaii YMCA's computers, networks, and internet services is provided for educational purposes and research consistent with the YMCA's educational mission, curriculum, and instructional goals.**

Members are further expected to comply with these rules and all specific instructions from the Island of Hawaii YMCA's supervising staff member/volunteer when accessing the Island of Hawaii YMCA's computers, tablets, networks, and Internet services.

**Island of Hawaii YMCA laptops, tablets and handheld devices are considered Island of Hawaii YMCA computers.**

## **Prohibited Use**

Users are responsible for their actions and activities involving school computers, networks, and internet services, and for their computer files, passwords, and accounts. Examples of unacceptable uses that are expressly prohibited include, but are not limited to, the following:

- **Illegal Activities**-Using the Island of Hawaii YMCA's computers, networks, and internet services for any illegal activity or that violates other Island of Hawaii YMCA policies, procedures and/or rules.
- **Accessing Inappropriate Materials**-Accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, and/or illegal.
- **Violating Copyrights**-Copying or downloading copyrighted materials without the owner's permission.
- **Plagiarism**-Representing as one's own work any materials obtained on the internet (such as term papers, articles, etc.). Internet sources used in a member's work must be cited by the author, publisher, and website address.

- Copying Software-Copying or downloading software without the express authorization of the system administrator;
- Non-School Related Uses-Using the Island of Hawaii YMCA's computers, networks, and internet services for non-school-related purposes such as private financial gain; commercial, advertising, or solicitation purposes, and for any other personal use.
- Misuse of Passwords/Unauthorized Access-Sharing passwords- Using other users' passwords without permission and/or accessing other users' accounts.
- Malicious Use/Vandalism Any malicious use, disruption or harm to the member's computers, networks, and internet services, including, but not limited to, hacking activities and creation/uploading of computer viruses.
- Unauthorized Access to Chat Rooms/News Groups/E-Mail-Accessing chat rooms, news groups, or email without specific authorization from the Island of Hawaii YMCA Administration/Staff.

## **No Expectation of Privacy**

The Island of Hawaii YMCA retains control, custody, and supervision of all computers/tablets/handheld devices, networks, and internet services owned and leased by the Island of Hawaii YMCA. The Island of Hawaii YMCA reserves the right to monitor all computer and internet activity by members. Members have no expectation of privacy in their use of school computers, including e-mail and stored files.

## **Compensation for Losses, Costs, and/or Damages**

The youth member and/or youth member's parent/guardian shall be responsible for compensating the Island of Hawaii YMCA for any losses, costs, or damages incurred by the Island of Hawaii YMCA related to violations of this policy and/or these rules, including investigations of violations.

The Island of Hawaii YMCA assumes no responsibility for any unauthorized charges made by students including, but not limited to, credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

## **CONNECTIVITY Youth Member Security**

A youth member shall not reveal his/her full name, address, or telephone number on the internet without prior permission from a supervising teacher. Youth member should never meet people they have contacted through the internet without parental permission. The youth member should inform

the Island of Hawaii YMCA staff, if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

## System Security

The security of the Island of Hawaii YMCA's computers, networks and internet services is a high priority. Any user who identifies a security problem must notify the principal immediately.

# ISLAND OF HAWAII YMCA PRIVACY POLICY

## Privacy Policy

This privacy notice will advise you about our guidelines concerning the use of your personal information, including the reasonable efforts we make to protect your personal information in accordance with these guidelines, and about what choices you have concerning our use of such information. We keep your private information private by

- **Not selling your information.** You have entrusted the National Council of Young Men's Christian Associations of the United States of America and its independent and autonomous member associations (collectively "The Y") with your personal information, and we're committed to using it wisely. The Y will not sell, share or otherwise transfer your personal information to anyone without your consent.
- **Restricting who has access to your information.** The YMCA takes reasonable precautions to restrict access to your Internet account and personal information only by employees who are authorized to have such access for business purposes. If you have any questions or concerns about our privacy policy, please contact us at [digital@ymca.net](mailto:digital@ymca.net).

Please refer to this policy regularly. The YMCA may need to change this policy from time to time to address new issues and reflect changes on our websites or within YMCA branches. We will post material changes on our websites or otherwise notify you and update the "Last Date Updated" field in the "Revision History" at the bottom of this page so that you will always know our policies regarding what information we gather, how we might use that information and whether we will disclose that information to anyone.

### Collection of Personally Identifiable Information

The YMCA collects personally identifiable information (PII) from you when you voluntarily submit such information to us. The collection of PII may occur in person or on a website or mobile application operated, provided or otherwise controlled by The YMCA. This information may include your name, home address, email address, telephone number, date of birth, demographic information, sex-

offender status, membership status, emergency contact information and other information that we may need to collect in connection with certain events, including but not limited to:

- registration for, or participation in, events, classes, camps and other activities or programs offered by The YMCA;
- participation in YMCA Nationwide Membership
- registration for surveys, forums, content submissions, chats, bulletin boards, discussion groups, requests for suggestions or other services or activities offered on our website;
- answering your inquiries about our websites, organization, membership or other services or activities; and
- registration as a member of The YMCA.

### **Collection of Photographs**

The Y may also collect your photograph, by capturing your image at a YMCA or scanning your personal identification card, for the purpose of identifying you as a member, volunteer or program participant. This photograph ID will not be used for any commercial purpose without your authorization, and shall not be retained longer than three years from your last interaction with The YMCA.

### **Use and Disclosure of PII**

If you do provide us with PII, The YMCA may contact you based on the information you provide to communicate with you about YMCA activities that may be of interest to you and your family.

The YMCA will use its best efforts to never disclose any PII about you to any third-party for purposes unrelated to the YMCA without having received your permission except as provided for herein or otherwise as permitted or required under applicable law.

We do not rent or sell PII, including information provided about children, to third-parties. The YMCA may share PII with trusted service providers, such as payment processors, technology partners or other providers that need access to your information to provide operational or other support services while you are a YMCA member or program participant. In certain circumstances, we may also share information with select similar nonprofit organizations that may offer activities of interest to you.

We may also provide PII to regulatory authorities and law enforcement officials in accordance with applicable law or when we otherwise believe in good faith that the provision of such information is required or permitted by law, such as in connection with the investigation or assertion of legal defenses or for compliance matters.

I certify that (i) this document has been completely explained to me; (ii) I read this document or someone read it to me; (iii) all of my questions regarding this document have been answered; and (iv) I completely understand this document.

Member Name: \_\_\_\_\_ (Please print)

Member Signature: \_\_\_\_\_

## **Minor/Parental Acknowledgement Required**

Member and their parent/guardian must sign and return the Computer/Internet Access Acknowledgement Form before member can use any Island of Hawaii computers/tablets/internet services.

**Parent or Legal Guardian Acknowledgment**

As the parent/guardian of the above-named YMCA youth member, I have read, understand, and agree that my child shall comply with the terms of the Acceptable Use Agreement. By signing this Agreement, I give permission for my child to use YMCA's technology and/or to access the Island of Hawaii YMCA's computer network and the Internet. I understand that, despite the YMCA's best efforts, it is impossible for the YMCA to restrict access to all offensive and controversial materials. I hereby agree to WAIVE, DISCHARGE all claims and RELEASE FROM LIABILITY, INDEMNIFY and HOLD HARMLESS the YMCA of USA, Island of Hawaii YMCA, the organizers, the sponsors, supervisors, volunteers, officials, their agents, representatives or assigns against all claims, damages, and costs that may result from my child's use of YMCA technology or the failure of any technology protection measures used by the YMCA. Further, I accept full responsibility for supervision of my child's use of his/her access account if and when such access is not in the Island of Hawaii YMCA's setting.

I certify that (i) this document has been completely explained to me; (ii) I read this document or someone read it to me; (iii) all of my questions regarding this document have been answered; and (iv) I completely understand this document.

Parent Name: \_\_\_\_\_ (Please print)

Parent Signature: \_\_\_\_\_

Copy of Parent/Guardian ID Received By: \_\_\_\_\_

(Staff Signature)