

Troop 1131 Website and E-mail Policy

1. **Purpose** – Troop 1131, Dearborn, Website and E-Mail Service is established to enhance and promote the operation of Troop 1131, Dearborn, in helping to achieve the vision and goals of the Boy Scouts of America.
2. **Authority** – Troop1131.org be under the direct control of a currently registered adult volunteer, the Webmaster. The Webmaster will administrate and manage the Troop 1131, Dearborn, e-mail program and website with the guidance and direction of the Scoutmaster, Committee Chair, and Troop Committee. This individual's name will be submitted to the Detroit Area Council's Webmaster for e-mail and other correspondence.
3. **Troop1131.org Policy Changes** – If Troop 1131, Dearborn, decides to change these policies the Troop Committee will approve them and they will be posted prominently so all users and visitors are aware of the policies.
4. **Definitions**
 - 4.1. **Scouter** – A committee member or adult leader of Troop 1131, Dearborn.
 - 4.2. **Scout** – A youth member of Troop 1131, Dearborn.
 - 4.3. **Webmaster** – Adult leader designated to administer this policy.
 - 4.4. **Personal E-mail address** – A Scout or Scouter's personally obtained e-mail address.
 - 4.5. **Account** – Troop1131.org e-mail account.
 - 4.6. Other common definitions can be found in BSA Publications.
5. **General Guidelines – E-mail and Website**
 - 5.1. Viruses – Each user will do their best to avoid intrusion of viruses by being diligent in preventing their dissemination. This can be done by taking advantage of the free virus software and utilize virus prevention security available in your e-mail and browser software.
 - 5.2. Copyright – Do not send or use copyrighted material without permission and rights. The Boy Scouts of America generally grant limited privileges to Scouts and Scouters on blanket basis, please consult the BSA website. For other copyright privileges please contact the publisher or owner.
 - 5.3. Passwords – Ultimately, the user is solely responsible for maintaining the security of your passwords and/or any personal information. Please be careful and responsible whenever you're online.
 - 5.4. Disclosure of Personal Information – Please keep in mind that whenever you voluntarily disclose personal information online - for example on message boards, through email, or in chat areas - that information can be collected and used by others. In short, if you post personal information online that is accessible to the public, you may receive unsolicited messages from other parties in return.
 - 5.5. Privacy and Parental Consent – Troop1131.org requires that Scouts consult with their parents before providing any data about themselves or their families. We recommend that if you are providing information on behalf of a Scout, use the parent or guardian's e-mail address and obtain permission from the parent or guardian.
6. **E-mail**
 - 6.1. Troop1131.org provides e-mail; it is up to the Scout or Scouter to obtain access to the Internet. Access can be obtained through an Internet Service Provider (ISP), library (if available), or other methods. It must be understood though that the Scout or Scouter must not violate their agreement with their ISP or other organization in accessing their Troop1131.org e-mail.
 - 6.2. Privacy and E-mail Access – Potential liability issues arise for Troop 1131, Dearborn, if a third-party exploits information such as individual telephone numbers and e-mail to harass or threaten others. For that reason, Troop 1131, Dearborn, prefers to provide only generic e-mail addresses ("webmaster@Troop1131.org", "info@Troop1131.org", "contact@Troop1131.org", etc.) on its Website.
 - 6.3. Availability to the Troop1131.org e-mail account is subject to the usual variable conditions of the Internet. Due to traffic volumes an e-mail account may not be available for up to 24 hours. Under similar conditions e-mail may not be delivered immediately. It is prudent for critical and time dependent situations to either use other media, as a primary or backup method, or use the verification features available in some standard e-mail software.
 - 6.4. Registered Scouters – At a minimum, E-mail forwarding can be provided for all Scouters with program responsibility for the troop. If the service is not desired, please contact the Webmaster to redirect online contacts through another channel. Address forwarding may also be provided for merit badge counselors.
 - 6.4.1. Forwarding allows messages sent to the address to be forwarded to another e-mail address the Scouter owns thereby removing the need for the Scouter to access an additional account for e-mail. In addition, it protects the Scouter's anonymity to some degree, by not publishing his personal e-mail address on the Internet.
 - 6.5. Registered Scouters can request an e-mail address that can be set up in the following manner using the E-Mail Request Form.
 - 6.5.1. Email addresses should contain some element of the Scouter's responsibilities to clearly identify a connection with the Troop 1131, Dearborn. For example, e-mail addresses like "experience@Troop1131.org" would identify the Scouter(s) as the Program Assistant for the Experienced Scout Program.

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- 6.5.2. An alternative for identifying Scouters by name would be by using the following format: “firstname-lastname@Troop1131.org”. Other name formats will be considered on a case-by-case basis, but it is considered important to clearly identify the Scouter since they will be representing Troop 1131, Dearborn.
- 6.5.3. If there are more than two responsible individuals as program assistants, e-mail will be forwarded to both unless determined otherwise by one of the Scouters.
- 6.5.4. Scouter e-mail accounts from Troop1131.org can be set up with the following options that are left at the discretion of the user and can be set up independently:
 - 6.5.4.1. The Webmaster will determine the default setup.
 - 6.5.4.2. E-mail can be forward or redirected to personal e-mail addresses.
 - 6.5.4.3. Account access for receiving e-mail for specific accounts.
 - 6.5.4.4. Account access for sending e-mail for specific accounts.
- 6.6. Scouts will be provided e-mail accounts under the following conditions and are conditional on Scoutmaster and parental permission:
 - 6.6.1. Specific troop youth leadership positions – SPL, ASPL, Troop Scribe, Venture Crew Leader, Unit OA Representative, and others as determined by the Scoutmaster are eligible to E-mail.
 - 6.6.2. If necessary and useful in completing the Eagle Scout Service Project, Life Scouts in preparation for Eagle Scout Rank may request e-mail accounts. Upon earning Eagle Scout the account may be terminated.
 - 6.6.3. In all cases Scouters or an individual Scout’s parent(s) are responsible and potentially liable for their conduct on the Internet.
- 6.7. Mail lists are provided to enhance and ease troop communications.
 - 6.7.1. Mail lists are to be used only for Troop 1131, Dearborn, business.
 - 6.7.2. Since subscription is voluntary, a user may unsubscribe at any time.
 - 6.7.3. Users are invited to voluntarily subscribe and unsubscribe to one of Troop1131.org mail lists. All users must agree to direct all complaints to the webmaster@Troop1131.org. Users that fail to agree to this condition will be removed from the mail list. Complaints to the web hosting service will cause revocation of Troop1131.org’s account.
 - 6.7.4. The Webmaster will moderate or designate other Scouters to moderate mail lists.
 - 6.7.5. Terms of Agreement for Mail Lists:
 - 6.7.5.1. I agree to keep this list in confidence, mechanically removing the mail list address from any communications forwarded from this list to entities outside Troop 1131, Dearborn. I also agree if I receive an unsolicited or questionable e-mail from a Troop 1131, Dearborn, mail list I will send immediate notice to Webmaster@Troop1131.org, not the web hosting service.
 - 6.7.6. Mail List Mechanics
 - 6.7.6.1. To subscribe to the mailing list, simply send a message with the word 'subscribe' in the Subject: field to the -request address of that list, putting the mail list name where it says “mail list”.
 - 6.7.6.1.1. To: “mail list”-request@Troop1131.org
 - 6.7.6.1.2. Subject: subscribe
 - 6.7.6.2. To send email to the mailing list, write to the following address:
 - 6.7.6.2.1. To: “mail list”@Troop1131.org
 - 6.7.6.3. To unsubscribe from the mailing list, simply send a message with the word 'unsubscribe' in the Subject: field to the -request address of that list
 - 6.7.6.3.1. To: “mail list”-request@Troop1131.org
 - 6.7.6.3.2. Subject: unsubscribe
- 6.8. Scout’s and Scouter’s E-mail and Mail List responsibilities for usage and conduct:
 - 6.8.1. Troop1131.org e-mail accounts and Mail Lists are to be used only for Troop 1131, Dearborn, and Boy Scouts of America related business.
 - 6.8.2. Conduct should fit the Scout Oath and Law at all times as well as all legal requirements.
 - 6.8.3. By using a Troop1131.org e-mail address many individuals and organization will assume you are acting as a representative of Troop 1131, Dearborn. Do your best to set the example in sustaining a positive image for Troop 1131, Dearborn.
 - 6.8.4. Storage and accessing your e-mail – In order to minimize the usage of storage space your e-mail software should be able to immediately download messages upon initiating access. Actively logging onto your account should be limited to e-mail access and changing your password.
 - 6.8.5. Spamming is prohibited. When sending or forwarding e-mail containing e-mail addresses for other Troop1131.org accounts it is suggested the user remove the troop addresses or mail lists from a specific e-mail. If

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in doubt, using the BCC option (Blind Copy To) for addressing may provide some limited protection. Also, do not use your Troop1131.org address for registering on other websites.

- 6.8.6. Java Scripts or other programming scripts embedded in e-mail or in attachments are discouraged. Some servers and some e-mail software block mail of this type.
- 6.8.7. Accounts will be terminated for a violation of items under paragraph 6.8 (Scout's and Scouter's E-mail and Mail List responsibilities for usage and conduct) or 5 (General Guidelines), or the Scoutmaster or parents discretion.
- 6.8.8. A Code of Conduct will be signed (Appendix A) for every Troop member that engages in; but not limited to the following:
 1. An email address related to this site.
 2. Posts anything to the site.

7. Website

- 7.1. Representation – While the National and the Detroit Area Council provides guidelines for sites and guidelines by which it will acknowledge troop's sites, this site is the product and possession of the troop, and as such is representative of only Troop 1131, Dearborn. To make this clear the following disclaimer will appear within the opening frames of the Troop 1131, Dearborn, website: *"Units as well as youth and adult members do not represent or serve as agents of the Boy Scouts of America or the Detroit Area Council or Troop 1131, Dearborn, when disseminating information over the Internet."*
- 7.2. Troop 1131, Dearborn, will seek certification by the Detroit Area Council achieving endorsement and linking from the DACBSA.org.
- 7.3. National and Detroit Area Council Standards – While local councils may establish their own policies concerning their use of the Internet, the term approved council Website refers to any local Website the Council determines to have followed the numbered guidelines below. The Council will not acknowledge or provide links to any site that does not meet these eight guidelines. The guidelines may be altered or amended to provide updated information and it is assumed the council will contact the troop with significant changes. The Troop1131.org website will conform to following guidelines:

7.3.1 Units must have direct control over the content of its official Website.

7.3.1.1 Site Ownership – The troop's membership and the general public regard the troop's official Website as an authorized publication of that troop. Since the troop will be held accountable for the content of its site, the site should be wholly controlled by the troop.

7.3.1.2 Site Hosting – Troop 1131, Dearborn, has made arrangements for Website hosting and will maintain control of the domain name, site content, and server space. The Website host has a written service contract between the troop and the Web Hosting Service Provider (WSP) that guarantees the troop complete control over the content of its site. This contract indicates Troop 1131, Dearborn, owns its Website content. Troop1131.org will avoid these services that offer "free" Website hosting, but require sites they host to display banners and/or contain links to other member sites, whether within a page or in a separate window that pops open when the site is visited.

7.3.1.3 Control of Server Access – While troop Scouts and Scouters are encouraged to develop files and programs for Troop1131.org, the Webmaster will control the content of the Website by maintaining administrative access (FTP, telnet, etc.) to the files on the Web server as well as to the programmatic interface that provides the ability to add or edit content on the Website and its ancillary services.

7.3.2 The content of the site must be appropriate to the Scouting movement.

7.3.2.1 The content of the Troop1131.org Website falls into two categories: material presented to generate and direct public interest in joining or supporting programs, and operational and administrative material presented for members.

7.3.2.2 Non-Exclusivity – It is important to remember that the internet is not a universal medium. While the troop's Web presence may support traditional channels of distributing information, it should not replace them, and is not an exclusive channel of communication.

7.3.2.3 Control of Content – The Troop 1131, Dearborn, Webmaster and Troop Committee govern The Troop 1131, Dearborn, Website and this body defines the goals of the Website and determines the content and resources that will be published in pursuit of those goals. All materials destined for the Website should be reviewed and approved by Webmaster before they are published. Website content is subject to Scoutmaster and Troop Committee oversight.

7.3.2.4 Website Content Types – Documents that are used to conduct troop business will be located on the website. To aid in dissemination, these should be e-mailed to webmaster@Troop1131.org for storage and download links. In order to provide more universal access to documents the Webmaster will make them available in their native format and produce forms in one of the following public formats: HTML, RTF or PDF. Forms can also be reproduced in other formats upon request, although there could be a time delay.

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7.3.2.5 Submitted Content – Scouters and especially Scouts are encouraged to develop and submit files and programs containing text and graphics for inclusion on Troop1131.org. Troop and Patrol Scribes are specifically encouraged to submit information on patrol and troop events. The Webmaster will assess what and where to place submitted content with the Scoutmaster and Troop Committee providing oversight.

7.3.2.6 National Council, Council and District Websites – The Troop 1131, Dearborn, will provide a links to official sites.

7.3.2.7 Third-Party "Scouting" Sites – There are numerous Scouting-oriented sites on the Internet that are not maintained or authorized by the BSA. In order to avoid appearing to endorse these sites the following disclaimer will be made on the web page anytime that there is a link to a third-party "scouting" site: *“Some of the links above which refer to unofficial resources are provided for information purposes and are not endorsed by the Detroit Area Council or Boy Scouts of America or Troop 1131, Dearborn,. In some cases, the information provided may be out of date, misleading or incorrect.”*

7.3.2.8 Third-Party Material – If Troop1131.org wishes to include any content (whether text, photographs, illustrations, design, or programming), that is not developed by the troop or by third parties under the terms of a contract or agreement with the troop, written permission must be obtained from the owner of that material. Written permission can be provided in a letter that explicitly states that the owner will permit the troop or BSA to use the material. Also duration for which the permission is granted, the medium in which the reproduction may occur, and any restrictions should be specified.

7.3.2.9 Materials from Other Websites – When consider using material found on the Internet, the reference page granting rights should be carefully scrutinized and retained. If in doubt don't use the material. It is preferable to generate material independent of other sources.

7.3.2.10 Content Sources – It is important to know the original source of all Website content and to be sure there is permission to use it. The only content the troop owns outright are the text, photos, illustrations, design, and programming developed by the troop and its members. The owner must be give permission for using all other material.

7.3.2.11 Photographs – (also see Section 7.5.7) For photographs taken by troop or by photographers hired by the troop, a "talent release" should be obtained for every person shown in the photos. To satisfy this requirement, a form containing the items listed in Appendix B (Section 9), similar to a talent release form used by the National Council, will be signed by all Scouts and Scouters upon joining. This particular release obtains permission for Troop 1131, Dearborn, of the Detroit Area Council, Boy Scouts of America (the National Council, any local council, district, or unit) to use the image in any medium. It is especially important to obtain this release, with the signature of a guardian, for youth. The form will also include permission for the use of the subject(s) likeness on the Internet for future use.

7.3.2.12 Link Registration – Troop 1131, Dearborn, will seek link registration as deemed necessary to promote Troop 1131, Dearborn. Link Registration aids in directing new members, supporters, friends, other troops, and other organizations to Troop 1131, Dearborn, in support of the vision and goal of Scouting. Registration will be used cautiously to avoid connections with material or organizations that are not appropriate to the Scouting movement.

7.3.3 The site cannot contain links to any site that contain material that is not appropriate to the Scouting movement. (Content and Links to Avoid)

7.3.3.1 External Links – Troop 1131, Dearborn, will provide links to sites that provide content that is appropriate to the Scouting movement and will carry the disclaimers similar to the ones below as appropriate on the link page.

7.3.3.1.1 *“Some of the links above which refer to unofficial resources are provided for information purposes and are not endorsed by the Detroit Area Council or Boy Scouts of America or Troop 1131, Dearborn. In some cases, the information provided may be out of date, misleading or incorrect.”*

7.3.3.2 Links to Other Websites – Troop 1131, Dearborn, will be cautious about linking to other Websites. A user may follow a link from the troop's site to another, which links to another, and another ... and the chain of links may lead to a site that contains unacceptable content. Inexperienced users may feel the troop is responsible for content they are exposed to, several sites removed from the troop's site.

7.3.3.2.1 The safest course of action would be not to link at all. At the very least, Troop 1131, Dearborn, will review any site to which it provides a link to ensure its content is appropriate to the Scouting movement, and will delete links in the event it becomes inappropriate.

7.3.3.2.2 In order to avoid implying endorsement of a third-party site the troop will be especially cautious in creating these links.

7.3.3.2.3 Third-Party Commercial Sites – While many commercial sites provide valuable information of a non-commercial nature, Troop 1131, Dearborn, should show extreme caution when linking to these sites to avoid the impression that the troop endorses commercial products or services. Annotation often makes the difference, as in this example: A link to xyzboots.com (the XYZ Boot Company's home page) appears to be a commercial

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endorsement. If the sentence "The XYZ Boot Company provides excellent advice for avoiding hiking injuries," and then linked directly to the page about avoiding hiking injuries, you clarify that the troop endorses the information the company is providing rather than the product it is selling. The following disclaimer will be made when linking to a third-party commercial site: "The following link(s) are provided for information purposes and are not endorsed by Troop 1131, Dearborn."

7.3.3.3 Sites with "Free" Services – "Free" site components tend to be commercial. Certain sites offer services such as statistics, hit counters, guest books, animations, and the like to other Websites. Like the bogus "awards," sites and sites offering "free" Web space or e-mail, the primary purpose of these giveaways is to advertise and plant links to the "donor" site on a wide range of Websites in order to draw audience away from its "benefactors." Of course, there are plenty of legitimate reference Websites as well. The best approach when considering linking to a site is to "click through" the site while asking yourself, "Why are they offering this service? What do they want from me?" The answer should tell you whether you want to link to the site or not.

7.3.4 The site cannot contain any advertisements or commercial endorsements.

7.3.4.1 Advertisements and Banners – Troops are prohibited from endorsing commercial products or services in any medium, including the Internet. Banner advertisements for commercial products and services are inappropriate for troop Websites. (NOTE: any use of the Internet for fund-raising is subject to the same policies and procedures as other fund-raising activities.)

7.3.4.1.1 Another popular type of banner on the Internet provides site owners with free promotion on other Websites in exchange for promoting other sites on theirs. Though not strictly a commercial endorsement, these banners remain unacceptable because they provide a highly visible link from the troop site to others, and the troop does not control either the graphic that is displayed or the site to which it links - one or both may be patently inappropriate.

7.3.4.2 Website Awards and Certification – There are a number of Websites that offer "awards" or "certification" for other sites. These awards/certifications often require the honoree to display an URL or provide a click-through link that promotes the grantor's site. In many cases, such "honors" are ploys to draw traffic to other sections of the grantor's site, with a commercial or political motive. These should be avoided.

7.3.5 The site cannot engage in the electronic sale of BSA Supply Division merchandise or competing products.

7.3.5.1 Electronic Commerce – "Organizations other than BSA Supply Division are prohibited from engaging in the sale of BSA Supply Division merchandise or competing products via the Internet." Electronic sales of items other than Supply Division merchandise or competing products is not prohibited. This function is placed on hold until the troop has the resources and need to develop a secure e-commerce system.

7.3.6 The site cannot replicate any BSA publication currently for sale through the Supply Division.

7.3.6.1 National Council Publications – Any publication currently for sale through the Supply Division may not be replicated on the web. Typically these publications have five-digit numbers separated with a hyphen (00-000). (The number is generally printed on the back cover or at the bottom of the contents page.)

7.3.6.1.1 Exceptions to this rule have been made so that certain Supply Division forms (medical forms, tour permits, certain applications, etc.) are available through links posted on the National Council site. Likewise, the Guide to Safe Scouting, a Supply Division item, is permitted for approved council Website links.

7.3.6.1.2 Content of Boys' Life and Scouting magazines is not to be reproduced on the troop Website without first obtaining permission from the Magazine Division. Use of "frames" technology to include either magazine's pages from the National Council site into a site is permitted, but magazine files or text excerpts or images should never be copied without explicit permission.

7.4. Sites must abide by all laws regarding copyrights, trademarks, and other intellectual property, and by those pertaining to the Internet.

7.4.1. Content – The content of the site is owned by the Troop 1131, Dearborn, and has a copyright statement on the site. In some situations, Troop 1131, Dearborn, has reproduced (with permission) material from other sources, but the site itself is owned by the troop. The copyright statement " © 2005 Troop 1131, Dearborn, BSA" will appear at conspicuous location at the site entrance.

7.4.2. Mail sent to the editors becomes the property of Troop1131.org and may be edited and reprinted on the website.

7.4.3. Copyright Notice

7.4.3.1. Troop 1131, Dearborn, BSA is making every effort to protect copyrights. We've noted copyrighted material that we know about, and will continue to update this information when provided. The resource information has been used in good faith on the belief that it is in the public domain. Effort is made to denote copyright information when we are aware of it. We also try to ensure that appropriate acknowledgements and credits are given. If there is any material that is copyrighted please make us aware of it so that we may give the proper credit or obtain the necessary release authorization.

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- 7.4.3.2. In any case, we'd like to point out that copyrighted material published therein, including but not limited to articles, graphical images, interactive applications, audio clips, and video clips (collectively, the "Content"), are protected by copyright and are owned by the Troop 1131, Dearborn, Boy Scouts of America or its licensors. The information may be freely copied and distributed solely for the purpose of education within the Scouting community. There is to be no charge for the information except for the nominal costs associated with redistribution. All information that is distributed should reference Troop1131.org as the source.
- 7.4.3.3. You may copy and display the Content solely for your personal or non-commercial use as permitted by the license granted above.
- 7.4.3.4. Permissions – All requests for licensing, reprints, and other usage of material on Troop1131.org should be addressed to webmaster@Troop1131.org. We will review your request, and provide you with an approval or rejection as soon as we have evaluated the request.
- 7.4.3.5. All site design, text, graphics, interfaces, images, audio clips, software and the selection and arrangements thereof are Copyright ©2000, ©2001 Troop 1131, Dearborn, Boy Scouts of America, (Troop 1131, Dearborn, BSA) all rights reserved. The compilation (meaning the collection, arrangement and assembly) of all content on the Troop1131.org site is the exclusive property of the Troop 1131, Dearborn, Boy Scouts of America and protected by U.S. and international copyright laws. All software used on the Troop1131.org site is the property of the Troop 1131, Dearborn, Boy Scouts of America it's WSP or its software suppliers and protected by U.S. and international copyright laws.
- 7.4.3.6. Trademarks – All trademarks, service marks, and trade names (collectively the "Marks") are proprietary to Troop 1131, Dearborn, BSA or other respective owners that have granted Troop 1131, Dearborn, BSA the right and license to use such Marks.
- 7.4.3.7. Errors and Omissions – Troop 1131, Dearborn, BSA is providing the site and the information on an "as is" basis and makes no representations or warranties of any kind with respect to this website, the information or any site that is hyperlinked to. The Troop 1131, Dearborn, BSA assumes no liability or responsibility for any errors or omissions in the information.
- 7.4.3.8. User Submissions and Content – Troop 1131, Dearborn may provide interactive areas on the website, in which users may post communications. You alone are responsible for the content of your communications, and the consequences of any such communications. By submitting content, which shall include your name, to any "interactive area" of the Troop1131.org site, including message boards, forums, and chat rooms, you grant Troop 1131, Dearborn a royalty-free, perpetual, irrevocable, non-exclusive right and license to use, reproduce, modify, adapt, publish, translate, create derivative works from, distribute, communicate to the public, perform and display the content (in whole or in part) worldwide and/or to incorporate it in other works in any form, media, or technology now known or later developed, for the full term of any rights that may exist in such content. You also permit any subscriber to access, display, view, store and reproduce such content for personal use.
- 7.5. Sites must consider the safety and privacy of their members and participants by obtaining the necessary permissions to release information about or images of any individual.** Privacy and Youth Protection
- 7.5.1. Troop1131.org respects the values and concerns of all individuals and organizations. We understand that you may be concerned about privacy issues that surround the use of the Internet.
- 7.5.2. Some individuals perceive the Internet as a threat, and are vehemently opposed to having their images or personal information available to others. This perception is not unjustifiable, as demonstrated by periodic media coverage of predators who exploit the Internet to select, locate, and contact their victims.
- 7.5.3. We believe that you should have control over who receives your personal information, whether it concerns where you live, what your interests are, or how you choose to conduct transactions. We're focused on providing you with a safe and secure environment.
- 7.5.4. Collecting Personal Information – Troop 1131, Dearborn, will be discreet when collecting personal information via the Websites. Privacy is a delicate issue on the Internet, and many people are reluctant to use sites or interfaces that require them to provide personal information such as their name, address, telephone number, e-mail address, etc. Troop 1131, Dearborn, will avoid using the Internet to gather this information about users unless it is necessary to accomplish specific goals and in most cases the user will be notified.
- 7.5.4.1. Troop1131.org, of Troop 1131, Dearborn, Boy Scouts of America collects no personally identifying information about individuals except when specifically and knowingly provided by such individuals.
- 7.5.4.2. We do not use or disclose information about your individual visits to or information that you may give us, such as your name, address, e-mail address or telephone number, to any outside companies except for the use of completing a transaction that you initiate.

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- 7.5.4.3. Information about all Troop1131.org visitors – In general, we may automatically gather certain usage information like the numbers and frequency of visitors to Troop1131.org website. We only use such data in aggregate form. This collective data helps us determine how much our visitors use parts of the site, so we can improve the site to make it as appealing as we can make it for as many of you as possible. For example, Troop1131.org may use a technology nicknamed "cookies" that keeps track of your registration process when requested. A cookie is a small amount of data that is sent to your browser from a web server and stored on your computer's hard drive. Troop1131.org may require that you accept cookies in order to register for an activity.
- 7.5.4.4. Generally, we may use cookies to: (1) Remind us of whom you are and to access your information (stored on our servers) in order to deliver to you a better and more personalized service. (2) Track visits to a page and activities viewed. This information collected by cookies is used to determine the extent of repeat usage and to help format page organization based on user interests and access. (3) Measure certain traffic patterns, which areas of Troop1131.org's site visited, and visiting patterns in the aggregate.
- 7.5.4.5. You also have choices with respect to cookies. By modifying your browser preferences, you have the choice to accept all cookies, to be notified when a cookie is set, or to reject all cookies. If you choose to reject all cookies you may be unable to use Troop1131.org to register on-line.
- 7.5.4.6. Information About You – We may specifically ask for information about you when you register for an activity. We will need certain information – such as name, home address or Internet address, in order to provide that service for you. This information will be used solely for the purposes of completing your registration. Your personal information will not be shared with any other organization unless you choose to make it available to them, unless legally required. Your personal information will not be used for future solicitations unless your permission is explicitly requested and you consent.
- 7.5.5. Secure Areas – An account and password may be provided to troop officers, Scouts, Parents or Scouters to ensure resources in one or more "secure" areas are viewed and used only by those authorized as necessary to fulfill their troop function. Secure areas will exist to support administrative, operational and information needs. If an account or password becomes compromised it will be changed as soon as possible to secure the information.
- 7.5.6. Interactivity – In these guidelines, interactivity means direct communication via the Website among a troop's personnel, its membership, and the public. Chat Rooms are not authorized for Troop1131.org in our WSP contract agreement. Guest Books, Bulletin Boards, and News Groups allow site visitors to exchange text, graphics, and even programmatic components that in some case are viewable immediately or can be moderated. Therefore, with the inherent lack of control and the time consuming nature of review, Troop1131.org will not support these options.
- 7.5.7. Photos and names
- 7.5.7.1. As described in Section 0 upon joining, all Scouts and Scouters will be requested to sign a release (Section 99) to cover the release of photographs collected during Troop and other Scouting events and permission to publish on the website.
- 7.5.7.2. Photographs and Names – While the Troop 1131, Dearborn, will publish photographs they own or have received permission to reproduce, they will have permission to use anyone's photographic likeness on the Website. (Permission of the adult subject or of a parent/guardian in the case of youth participants).
- 7.5.7.2.1. This concern is separate from copyright ownership issues; the troop may have the right to use the photograph on the Internet, but the person who is the subject of the photograph may be opposed to having their likeness on the Internet. For this reason blanket permission is requested for all cases upon joining.
- 7.5.7.2.2. When using photographs of youth members it is also important to consider their safety and privacy when choosing captions or text. Troop 1131, Dearborn, will only publish the first name, last initial for youth under the age of 18. See 7.5.7.2.3 for exceptions.
- 7.5.7.2.3. The exception to 7.5.7.2.2 is for Eagle Scouts. Since earning Eagle Scout Rank is a community and public event the likelihood the youth will appear in other publications is great. First and last names will be published with photos with parent's permission.
- 7.5.7.3. Section 7.5.7.2 above is not meant to preclude the use of first and last name when necessary, but there must be clear case to make this use necessary and special permission will be requested from a parent or guardian before publishing on the website.
- 7.5.8. It is especially important to treat contact information carefully: contact information will be used only for the purpose for which it was provided. It is unethical and in some cases illegal to use this data for any solicitation or communication outside the context in which it was provided. The issue is particularly serious regarding contact information for children under 13.

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- 7.5.9. FTC Guidelines – The Federal Trade Commission recommends that charities and companies that collect personal information from online visitors use the following set of four standards-known as "fair information practices"-in creating privacy policies to post on their Websites:
- 7.5.9.1. Notification. Visitors to the Website should be notified as to what personal information is being gathered, how that information is used by the organization, and with what third parties, if any, the organization will share it.
 - 7.5.9.2. Choice. Visitors should be provided with a means by which to contact the organization or take other actions to ensure that their personal information is not shared, if they so choose.
 - 7.5.9.3. Security. Users of the site should be notified of the means by which the organization protects personal information, including protection from any misuse, alteration, or access by unauthorized users. Organizations should strive to ensure that the same level of privacy protection is extended by any third parties with whom they share individuals' personal information.
 - 7.5.9.4. Access. Website users should have reasonable access to any personal information about themselves that the organization holds, as well as a means of correcting or amending the information if it is inaccurate
- 7.5.10. Providing Personal Information – Regarding e-mail specifically, there remains the potential for a flood of correspondence to overwhelm published addresses. The presence of e-mail addresses would seem to suggest that this potential has not become an actual problem, but the Troop1131.org is prepared to react, possibly by removing contact information from its site or even shutting down the mailbox, if problems do occur.
- 7.5.11. Contact information will only be published for a reason, specifically, whether there is a valid need for the members or the public to speak directly with a given individual because of that person's role in the organization. Troop1131.org's policy addresses these groups separately, for these reasons:
- 7.5.11.1. Youth Participants and Parents – Contact information for youth participants will not be provided on the Internet. If Troop 1131, Dearborn, maintains contact information for youth participants, these lists are kept on a secure directory only accessible to Troop Officers.
 - 7.5.11.2. Adult Volunteers – Contact information for adult volunteers will be treated with caution, as it is likely this information will be personal in nature (home addresses, residential telephone numbers, and private e-mail accounts). It is not the intent to maintain this information on the website. If it becomes advisable to maintain this information, it will be held in a password-protected secure area of the Website to which the general public has no access. Exceptions may be made for those volunteers whom it would be necessary for third parties to contact in order to obtain information about joining or supporting the unit.
 - 7.5.11.3. Public – In rare case it is useful to provide third party public information in support of troop members. This will be reviewed on a case by case basis with similar protection and permission as required in this document.
- 7.5.12. Individuals can request the prompt removal of their information at any time by contacting the Webmaster.
- 7.5.13. Visitors using e-mail as the means of communication must recognize that they will not receive an immediate response. Incoming e-mail is not reviewed as frequently as voice-mail. Therefore visitors should use the most appropriate form of communication for the message and response.

8. Copyright Permission Examples

- 8.1. Obtaining the right to republish material (illustrations, photographs, multimedia, text, etc.) from other original sources is usually fairly easy: Send a letter to the owner of that material requesting permission. The letter's tone may be formal or informal, but it should contain these elements:
- 8.1.1. A specific description of the material
 - 8.1.2. A print-out or photocopy if applicable
 - 8.1.3. The specific purpose(s) for which it will be used
 - 8.1.4. When or how many times you plan to use it, if that might be an issue
- 8.2. If the request is not on troop letterhead, it would also be important to indicate that permission is being sought for the troop to use the material, rather than for the individual author of the letter to use the material.
- 8.3. It is important to understand that you do not have the right to use these materials until you receive a reply from the owner that grants permission. Also, if the owner sets any conditions or limitations, you must abide by them. For example: if the owner granted permission for the request in Example B below, but asked to be notified by e-mail of the URL of any unit site that also used the images, you would be required, as a condition of having the right to use the material, to send those notifications. Or permission might be granted only for a limited time, after which you could not use the material.
- 8.4. Finally, keep a copy of your request, along with the reply, on file just in case there is ever a dispute.
- 8.5. Example A. Simple Request

I am seeking your approval for Troop 1131, Dearborn, Scouts of America to use three photographs of mountains and a

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lake from your Website at <http://www.website.com/bobsmith/>. I would also like to use the descriptive text that accompanies them. I've attached printouts from the site to indicate the precise images and text to which I'm referring.

8.5.1. I would like to use these images on the "outdoor skills" page of the Troop 1131's, Dearborn, Website (<http://Troop1131.org>).

8.6. Example B. Request for Multiple and Unlimited Uses

8.6.1. I am seeking your approval for Troop 1131, Dearborn, of the Boy Scouts of America to use an illustration from page 34 of Teaching Archery (Doe, John. Teaching Archery, XYZ Press, 2000). The illustration depicts a young man stringing a bow. I've attached a photocopy to show the image to which I'm referring.

8.6.1.1. If you can grant the troop permission for unlimited use of the illustration, we would use it in several ways: (1) I'd like to place it on the "outdoor skills" page of the XYZ Troop's Website (<http://www.xyz-bsa.org>). (2) Since some of our packs and troops use images from the council site, I hope it would also be acceptable for them to use this image as well. (3) We would like permission to use the photograph in a booklet on the outdoor skills areas of our council camp. The booklet will be given free of charge to our members. We will include an acknowledgement in the form you prefer with each use of the illustration and we will be happy to pay postage costs and reproduction costs, if any, for a print-quality copy of the drawing.

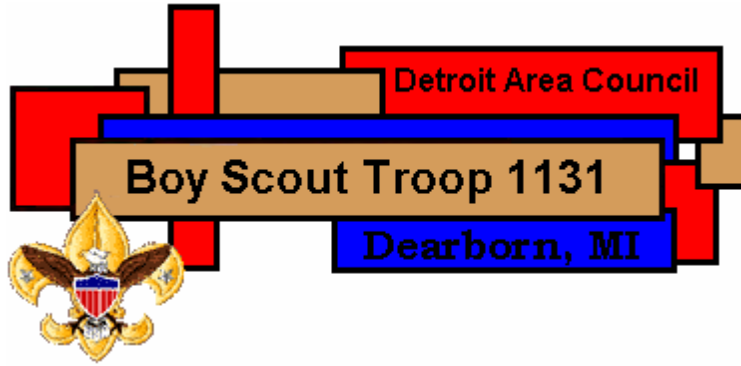
8.6.2.

9. Appendixes

9.1. Appendix A – Code of Conduct

9.2. Appendix B – Talent Release

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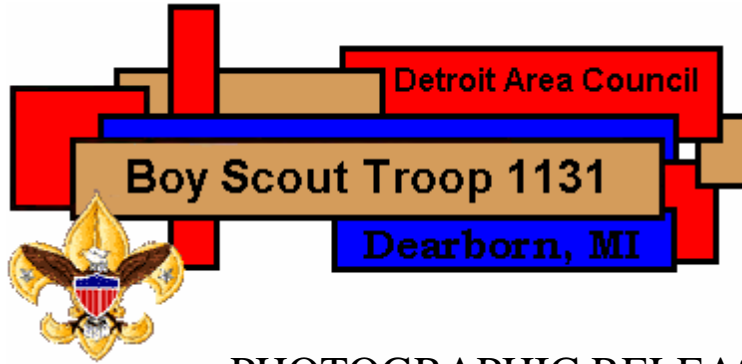


WEBSITE CODE OF CONDUCT RELEASE

Through this release I am stating that I have read and agree to adhere to Troop 1131 Website and E-mail Policy the policy. I also understand that at any time the Scoutmaster or anyone designated by the Scoutmaster can revoke the privileges granted to me.

Signature & Date

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PHOTOGRAPHIC RELEASE

During the course of Boy Scouts of America (BSA) programs, photographs are taken for purposes of an historical record of Troop 1131, Dearborn as well as the personal enjoyment of the Scouts, their families and the adult leaders involved in the program. Some of these pictures capture the spirit of our programs and activities, and there may be an opportunity to use them for inclusion in the Troop's web site and other Troop publications, slide shows, other BSA publications, and/or to promote Troop programs.

Through this release I am authorizing Troop 1131, Dearborn to print, publish and display pictures of my child to promote BSA programs through BSA publications and the Troop 1131, Dearborn web site, <http://www.troop1131.org>. Troop policy states that a Scout's first name, last Initial will be used to identify any youth under the age of 18.

I, being the parent or legal guardian of _____, authorize the BSA to use photographs of my child named above in any BSA publication, public presentation promoting the program, and on the Troop 1131.org web site. I, hereby release Boy Scout Troop 1131, Dearborn, Detroit Area Council, or Boy Scouts of America, from any and all liability from such and publications

Signature & Date