

# B.S.A. TROOP 271

## Internet Policy

### 1. Purpose

Troop 271, Livonia, Website and E-Mail Service is established to enhance and promote the operation of Troop 271, Livonia, in helping to achieve the vision and goals of the Boy Scouts of America.

### 2. Authority

Bsatroop271.org will be under the direct control of a currently registered Scout, the Webmaster, with the guidance of an adult Web Site Advisor. The Webmaster will administrate and manage the Troop 271, Livonia, e-mail program and website with the guidance and direction of the Web Site Advisor, Scoutmaster, Committee Chairman, and Troop Committee. This individual's name will be submitted to the Great Lakes Field Service Council's Webmaster for e-mail and other correspondence.

### 3. Policy Changes

If Troop 271, Livonia, 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. **BSA** – Boy Scouts of America, <http://www.scouting.org>
- 4.2. **Scouter** – A committee member or adult leader of Troop 271, Livonia.
- 4.3. **Scout** – A youth member of Troop 271, Livonia.
- 4.4. **Webmaster** – Scout leader who handles changes to the Troop web site
- 4.4.1 **Web Site Advisor** - Adult leader designated to administer this policy.
- 4.5. **Personal E-mail address** – A Scout or Scouter's e-mail address not provided by bsatroop271.org.
- 4.6. **Account** – bsatroop271.org e-mail account.
- 4.7. **Site** – bsatroop271.org
- 4.8. **Off-line** - Not on the server.
- 4.9. **Server** - The storage device that provides the website files that are accessible via the internet.
- 4.10. **Youth** – Under age 18.
- 4.11. **WSP** - Website Service Provider

Other common definitions can be found in BSA Publications.

### 5. General Guidelines – E-mail and Website

#### 5.1. Access

Troop 271, Livonia does not provide access to the internet. 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.

#### 5.2. 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.

#### 5.3. 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 free virus software and utilize virus prevention security available in your e-mail and browser software.

#### 5.4. 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 a blanket basis. Please consult the BSA website. For other copyright privileges, please contact the publisher or owner. See Section 6.3.7. **Sites must abide by all laws regarding copyrights, trademarks, and other intellectual property, and by those pertaining to the Internet.**

## **5.5. 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.

## **5.6. Disclosure of Personal Information**

Please keep in mind that whenever you voluntarily disclose personal information online - for example on message boards, through e-mail, 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.

## **5.7. Privacy and Parental Consent**

Bsatroop271.org requires that children 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 child, use the parent or guardian's e-mail address. You should always obtain permission from the parent or guardian before providing any information on behalf of a child.

## **5.8. Errors and Omissions**

Troop 271, Livonia, 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. Troop 271, Livonia, BSA assumes no liability or responsibility for any errors or omissions in the information.

# **6. Website**

## **6.1. Representation**

While the National and the Great Lakes Field Service Council provide guidelines for sites and guidelines by which they will acknowledge Troop's sites, this site is the product and possession of the Troop, and as such is representative only of Troop 271, Livonia. To make this clear, the following disclaimer will appear within the opening frames of the Troop 271, Livonia, website: "Units as well as youth and adult members do not represent or serve as agents of the Boy Scouts of America or the Great Lakes Field Service Council or Troop 271, Livonia, when disseminating information over the Internet."

## **6.2. GLFSC Certification**

Troop 271, Livonia, will seek certification by the Great Lakes Field Service Council achieving endorsement and linking from the GLCscouting.org.

## **6.3. National and Great Lakes Field Service Council Guidelines**

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 bsatroop271.org website will conform to following guidelines:

### **6.3.1. Units must have direct control over the content of its official Website.**

#### **6.3.1.1. Site Ownership**

The Troop's membership and the general public regard the Troop's official Website as an authorized publication of that Troop. Because the Troop will be held accountable for the content of its site, the site should be wholly controlled by the Troop.

#### **6.3.1.2. Site Hosting**

Troop 271, Livonia, 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 271, Livonia, owns its Website content. Bsatroop271.org will avoid 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.

#### **6.3.1.3. Control of Server Access**

While Troop Scouts and Scouters are encouraged to develop files and programs for Bsatroop271.org, the Webmaster and Web Site Advisor 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.

### **6.3.2. The content of the site must be appropriate to the Scouting movement.**

#### **6.3.2.1. Website Content**

The content of the Bsatroop271.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.

#### **6.3.2.2. Control of Content**

The Troop 271, Livonia, Webmaster, Web Site Advisor and Troop Committee govern The Troop 271, Livonia, 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 Web Site Advisor before they are published. Website content is subject to Scoutmaster and Troop Committee oversight.

#### **6.3.2.3. 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@bsatroop271.org](mailto:webmaster@bsatroop271.org) for storage and download links. In order to provide more universal access to documents, the Webmaster may make them available in their native format or 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.

#### **6.3.2.4. Submitted Content**

Scouters and especially Scouts are encouraged to develop and submit files and programs containing text and graphics for inclusion on Bsatroop271.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 Web Site Advisor, Scoutmaster and Troop Committee providing oversight.

#### **6.3.2.5. Link Registration**

Troop 271, Livonia, may seek link registration as deemed necessary to promote Troop 271, Livonia. Link Registration aids in directing new members, supporters, friends, other Troops, and other organizations to Troop 271, Livonia, 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.

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

#### **6.3.3.1. National Council, Council and District Websites Links**

The Troop 271, Livonia website may provide links to official sites.

#### **6.3.3.2. Third-Party "Scouting" Sites and Other External Links**

Troop 271, Livonia, will provide links to sites that provide content that is appropriate to the Scouting movement. There are, however, 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 Great Lakes Field Service Council or Boy Scouts of America or Troop 271, Livonia. In some cases, the information provided may be out of date, misleading or incorrect."

#### **6.3.3.3. Links to Other Websites**

Troop 271, Livonia, 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.

The safest course of action would be not to link at all. At the very least, Troop 271, Livonia, 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 they become inappropriate.

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

#### **6.3.3.4. Third-Party Commercial Sites**

While many commercial sites provide valuable information of a non-commercial nature, Troop 271, Livonia, 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 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 271, Livonia."

#### **6.3.3.5. 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.

### **6.3.4. The site cannot contain any advertisements or commercial endorsements.**

#### **6.3.4.1. 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.)

##### **6.3.4.1.1. Promotional Banners**

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. **6.3.4.2. 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.

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

#### **6.3.5.1. 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.

### **6.3.6. The site cannot replicate any BSA publication currently for sale through the Supply Division.**

#### **6.3.6.1. 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.)

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. Such exceptions are rare.

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.

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

#### **6.3.7.1. 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 give permission for using all other material.

#### **6.3.7.2. Third-Party Material**

If Bsatroop271.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.

#### **6.3.7.3. Materials from Other Websites**

When considering 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.

#### **6.3.7.4. Site Content**

The content of the site is owned by the Troop 271, Livonia, and has a copyright statement on the site. In some situations, Troop 271, Livonia, has reproduced (with permission) material from other sources, but the site itself is owned by the Troop. The copyright statement " © 2014 Troop 271, Livonia, BSA" will appear at conspicuous location at the site entrance.

#### **6.3.7.5. E-mail Content**

Mail sent to the editors becomes the property of Bsatroop271.org and may be edited and reprinted on the website.

#### **6.3.7.6. Copyright Notice**

All site design, text, graphics, interfaces, images, audio clips, software and the selection and arrangements thereof are Copyright © 2014 Troop 271, Livonia, Boy Scouts of America, (Troop 271, Livonia, BSA) all rights reserved. The compilation (meaning the collection, arrangement and assembly) of all content on the Bsatroop271.org site is the exclusive property of the Troop 271, Livonia, Boy Scouts of America, and protected by U.S. and international copyright laws. All software used on the Bsatroop271.org site is the property the Troop 271, Livonia, Boy Scouts of America its WSP or its software suppliers and protected by U.S. and international copyright laws.

Troop 271, Livonia, 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 the webmaster aware of it so that the webmaster may give the proper credit, obtain the necessary release authorization, or remove the material from the site.

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 271, Livonia, Boy Scouts of America or its licensors. The information may not be freely copied without expressed written permission from the Webmaster or Scoutmaster of Troop 271. There is to be no charge for the information except for the nominal costs associated with redistribution. All information that is distributed should reference Bsatroop271.org as the source.

##### **6.3.7.6.1. Usage**

You may not copy and display the Content of the Troop 271 website without expressed written permission from the Webmaster or an officer of Troop 271. Upon permission, all usage must be solely for your personal or non-commercial use.

##### **6.3.7.6.2. Permissions**

All requests for licensing, reprints, and other usage of material on Bsatroop271.org should be addressed to [webmaster@Bsatroop271.org](mailto:webmaster@Bsatroop271.org). We will review your request, and provide you with an approval or rejection as soon as we have evaluated the request.

### **6.3.7.7. Trademarks**

All trademarks, service marks, and trade names (collectively the "Marks") are proprietary to Troop 271, Livonia, BSA or other respective owners that have granted Troop 271, Livonia, BSA the right and license to use such Marks.

### **6.3.7.8. User Submissions and Content**

Troop 271, Livonia 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 Bsatroop271.org site, including message boards, forums, and chat rooms, you grant Troop 271, Livonia 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.

### **6.3.8. 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.**

#### **6.3.8.1. Privacy and Youth Protection**

Bsatroop271.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.

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.

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.

#### **6.3.8.2. Collecting Personal Information**

Troop 271, Livonia, will be discreet when collecting personal information via the Website. 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 271, Livonia, will avoid using the Internet to gather this information about users unless it is necessary to accomplish the user's goals.

##### **6.3.8.2.1. Collection**

Bsatroop271.org, of the Troop 271, Livonia, Boy Scouts of America collects no personally identifying information about individuals except when specifically and knowingly provided by such individuals.

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.

##### **6.3.8.2.2. Disclosure**

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 or as required by law.

###### **6.3.8.2.2.1. Disclosure Notification**

We will notify you if we are requested to disclose information about you, unless prevented by law.

##### **6.3.8.2.3. Information about all Bsatroop271.org visitors**

In general, we may automatically gather certain usage information like the numbers and frequency of visitors to Bsatroop271.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, Bsatroop271.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. Bsatroop271.org may require that you accept cookies in order to register for an activity.

#### **6.3.8.2.4. Use of Cookies**

Generally, we may use cookies to: (1) Remind us of who 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 Bsatroop271.org's site visited, and visiting patterns in the aggregate.

##### **6.3.8.2.4.1. Cookie Acceptance**

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 some features of Bsatroop271.org.

##### **6.3.8.2.5. 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 it an account or password becomes compromised, it will be changed as soon as possible to secure the information.

#### **6.3.8.3. 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 Bsatroop271.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, Bsatroop271.org will not support these options.

#### **6.3.8.4. Photographs**

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 10), will be signed by all Scouts and Scouters upon joining. This particular release obtains permission for Troop 271, Livonia, of the Great Lakes Field Service Council, Boy Scouts of America 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 (See 6.3.8.4.1. Photographic Likeness). The form shown in Appendix B is similar to the Talent Release Form used by the BSA National Council.

##### **6.3.8.4.1. Photographic Likeness**

While the Troop 271, Livonia, will publish photographs they own or have received permission to reproduce, they must also 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 is required. See Appendix B, Section 10 - Talent Release).

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 from Scouts and Scouters for all cases upon joining. Other recognizable youths, adults or Troop visitors will be asked to complete the form in Appendix B prior to publishing their likeness on the Website.

##### **6.3.8.4.2. Photographic captions or text**

When identifying subjects in photographs (including youth, scouts, adults, or Troop visitors), it is also important to consider their safety and privacy when choosing captions or text. Troop 271, Livonia, will follow the same guidelines as used for the Use of Names (See section 6.3.8.5. Use of Names).

#### **6.3.8.5. Use of Names**

In general, all individuals on the Troop 271 website will be identified by their initials, or first name, or first name and last initial.

This policy 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 the individual (parent or guardian for youth under age 18) before publishing their names on the website. The form shown in Appendix C, Section 11 – Publication of Personal Information on the Internet, should be used for this purpose.

#### **6.3.8.5.1. Exceptions**

One possible exception to **6.3.8.4.2. Photographic captions or text**

When identifying subjects in photographs (including youth, scouts, adults, or troop visitors), it is also important to consider their safety and privacy when choosing captions or text. Troop 271, Livonia, will follow the same guidelines as used for the Use of Names (See section 6.3.8.5. Use of Names).

**6.3.8.5. Use of Names** 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 parent or guardian permission.

#### **6.3.8.6. Contact Information**

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.

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. Bsatroop271.org's policy addresses these groups separately, for these reasons:

##### **6.3.8.6.1. Youth Participants and Parents**

Contact information for youth participants and parents will not be provided on the Internet. If Troop 271, Livonia, maintains contact information for youth participants and parents, these lists are kept entirely off-line.

##### **6.3.8.6.2. 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.

This information may be published only after obtaining written authorization. To request the prompt removal of this information at any time, see 6.3.8.7. Removal of Any Information

##### **6.3.8.6.3. Public**

In rare cases 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.

#### **6.3.8.7. Removal of Any Information**

Individuals can request the prompt removal of their information at any time by contacting the Webmaster. The webmaster must acknowledge the removal of the information to the requestor after the information is removed.

### **6.4. 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:

#### **6.4.1. 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.

#### **6.4.2. 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.

#### **6.4.3. 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.

#### **6.4.4. 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. E-mail**

### **7.1. Account Access**

Bsatroop271.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 Bsatroop271.org e-mail.

### **7.2. Privacy and E-mail Access**

Potential liability issues arise for Troop 271, Livonia, if a third-party exploits information such as individual telephone numbers and e-mail to harass or threaten others. For that reason, Troop 271, Livonia, prefers to provide only generic e-mail addresses ("[webmaster@bsatroop271.org](mailto:webmaster@bsatroop271.org)", "[info@bsatroop271.org](mailto:info@bsatroop271.org)", "[contact@bsatroop271.org](mailto:contact@bsatroop271.org)", etc.) on its Website.

### **7.3. Availability**

Availability to the Bsatroop271.org e-mail account is subject 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.

### **7.4. Responsiveness**

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.

### **7.5. Accountability**

In all cases Scouters or an individual Scout's parent(s) are responsible and potentially liable for their conduct on the Internet.

### **7.6. Scouter Accounts**

Registered Scouters can request an e-mail address that can be set up in the following manner using the E-Mail Request Form:

#### **7.6.1. Scouter E-mail Address**

E-mail addresses should contain some element of the Scouter's responsibilities or the Scouter's name and that way identifying a clear connection with the Troop 271, Livonia, by either function or name. For example, e-mail addresses like "[experience@bsatroop271.org](mailto:experience@bsatroop271.org)" would identify the Scouter(s) as the Program Assistant for the Experienced Scout Program.

An alternative and preferred method for identifying Scouters by name would be by using the following format: "firstname-lastname@bsatroop271.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 271, Livonia.

#### **7.6.2. Scouter E-mail Options**

Scouter e-mail accounts from Bsatroop271.org can be set up with the following options:

##### **7.6.2.1. Default Setup**

The Webmaster will determine the default setup.

##### **7.6.2.2. Receiving E-mail**

Options for account access for receiving e-mail for specific accounts are left to the discretion of the user and can be set up independently.

##### **7.6.2.3. Sending E-mail**

Options for account access for sending e-mail for specific accounts are left to the discretion of the user and can be set up independently.

#### **7.6.2.4. E-mail Forwarding**

E-mail can be forward or redirected to personal e-mail addresses. At a minimum, E-mail forwarding can be provided for all registered 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.

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.

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.

#### **7.7. Scout Accounts**

Scouts will be provided e-mail accounts under the following conditions and are conditional on Scoutmaster and parental permission:

##### **7.7.1. Scout Leadership**

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.

##### **7.7.2. Life Scouts**

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.

#### **7.8. Mail Lists**

Mail lists are provided to enhance and ease Troop communications.

##### **7.8.1. Usage**

Mail lists are to be used only for Troop 271, Livonia, business.

##### **7.8.2. Administration**

The Webmaster will moderate or designate other Scouters to moderate mail lists.

##### **7.8.3. Participation**

Users are invited to voluntarily subscribe and unsubscribe to the one of Bsatroop271.org mail lists. All users must agree to direct all complaints to the [webmaster@bsatroop271.org](mailto:webmaster@bsatroop271.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 Bsatroop271.org's account.

##### **7.8.4. Terms of Agreement for Mail Lists:**

All users of Mail Lists must agree to the following in order to participate in Mail Lists:

"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 271, Livonia. I also agree if I receive an unsolicited or questionable e-mail from a Troop 271, Livonia, mail list I will send immediate notice to [Webmaster@bsatroop271.org](mailto:Webmaster@bsatroop271.org), not the web hosting service."

##### **7.8.5. Mail List Procedures**

###### **7.8.5.1. Subscribe**

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".

To: "mail list"-request@bsatroop271.org  
Subject: subscribe

###### **7.8.5.2. Sending E-mail**

To send e-mail to the mailing list, write to the following address:

To: "mail list"@bsatroop271.org

###### **7.8.5.3. Unsubscribe**

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

To: "mail [list](mailto:list-request@bsatrop271.org)"-request@bsatrop271.org  
Subject: unsubscribe

## 7.9. E-mail and Mail List Conduct

Scout's and Scouter's E-mail and Mail List responsibilities for usage and conduct:

### 7.9.1. Usage

Bsatrop271.org e-mail accounts and Mail Lists are to be used only for Troop 271, Livonia, and Boy Scouts of America related business.

### 7.9.2. Conduct

Conduct should fit the Scout Oath and Law at all times as well as all legal requirements. By using a Bsatrop271.org e-mail address many individuals and organization will assume you are acting as a representative of Troop 271, Livonia. Do your best to set the example in sustaining a positive image for Troop 271, Livonia.

### 7.9.3. E-mail and Personal Information

E-mail transmissions are inherently insecure. Once transmitted, the sender has no control of the disposition of the information. It may be innocently forwarded to another user, then another, and so on. It may be inadvertently left on servers and vulnerable to hackers or unscrupulous entrepreneurs. It may be maliciously copied and forwarded via viruses or Web Bugs. Because of this, personal information (e.g. full name, address, telephone number, account numbers, etc.) should never be transmitted in e-mail messages. Any e-mail that contains personal information should not be left on the server (See also **7.9.4. Storage and accessing your e-mail**), and should be deleted from the users storage as well.

### 7.9.4. Storage and accessing your e-mail

In order to minimize usage of storage space, and to enhance the protection of personal information, your e-mail software should be set to immediately download messages upon initiating access. Active logging onto your account should be limited to e-mail access and changing your password.

### 7.9.5. Providing E-mail Addresses

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 Bsatrop271.org is prepared to react, possibly by removing contact information from its site or even shutting down the mailbox, if problems do occur.

### 7.9.6. Spam

Spamming is prohibited. When sending or forwarding e-mail containing e-mail addresses for other bsatrop271.org accounts it is suggested the user remove the Troop addresses or mail lists from a specific e-mail. If in doubt, using the BCC option (Blind Copy To) for addressing may provide some limited protection. Also, do not use your Bsatrop271.org address for registering on other websites.

### 7.9.7. Scripting

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.

### 7.9.8. Account Termination

Accounts will be terminated for a violation of items under paragraph 7. **E-mail**.

## 8. Revision History

Rev	Date	Author	Description
4.0	4/21/14	RSK	Updated format & layout throughout the doc
3.0	4/20/14	EKJ	Updated to current year throughout
2.0	01/17/13	EKJ	Update to reflect changes in Troop and Council
1.0	12/12/03	AJD	Initial Release
0.2	09/28/03	AJD	2nd Draft
0.1	09/08/03	AJD	Initial Draft

## 9. Appendix A - Copyright Permission Examples

### 9.1. Content

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:

- 1) A specific description of the material
- 2) A print-out or photocopy if applicable
- 3) The specific purpose(s) for which it will be used
- 4) When or how many times you plan to use it, if that might be an issue

### 9.2. Representation

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.

### 9.3. Permission

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.

### 9.4. Proof of Permission

Finally, keep a copy of your request, along with the reply, on file just in case there is ever a dispute.

### 9.5. Example A. Simple Request

I am seeking your approval for Troop 271, Livonia, Scouts of America to use three photographs of mountains and a 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.

I would like to use these images on the "outdoor skills" page of the Troop 271's, Livonia, Website (<http://bsatroop271.org>).

### 9.6. Example B. Request for Multiple and Unlimited Uses

I am seeking your approval for Troop 271, Livonia, 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.

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.

## 10. Appendix B - Talent Release

I hereby assign and grant to Troop 271, Livonia, of the Great Lakes Field Service Council, Boy Scouts of America the right and permission to use and publish the graphics/ photographs/ film/ video/ sounds/ electronic representations and recordings made of the named subject of this form by Troop 271, Livonia. I hereby release the Boy Scouts of America and Troop 271, Livonia, from any and all liability from such use and publication.

I hereby authorize the reproduction, sale, copyright, exhibit, broadcast, electronic storage and distribution of said photographs/ film/ video tapes/ electronic representations and sound recordings without limitation at the discretion of Troop 271, Livonia, and I specifically waive any right to any compensation I may have for any of the foregoing.

Name:

Address:

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone number:

Signed:

Guardian: (if subject is younger than 18):

Date:

I may rescind this authorization by contacting [Webmaster@bsatrop271.org](mailto:Webmaster@bsatrop271.org) electronically through e-mail or by other written communication. I must specify which material must be removed from the website and remember the material will be removed as soon as practical, as determined by the [Webmaster@bsatrop271.org](mailto:Webmaster@bsatrop271.org).

