

1. USAG Wiesbaden Youth Services provides filtered Internet access via the Child and Youth Services (CYS) Commercial Enterprise Network (CEN). Registered Children and Youth are allowed to utilize the CYS CEN after completion of the following requirements:

- a. Signed Parent/Guardian Acceptable Use Policy Letter
- b. Appropriate level Technology Awareness Training

2. I understand that access to the CYS CEN is a privilege and may be revoked at any time due to inappropriate conduct. I understand my use of the CEN is subject to monitoring and I must comply with all provisions of this policy and rules governing use of the CEN.

3. Acceptable Use Policy (AUP) and privileges for Internet use are as follows:

- a) I will respect CYS property and will not maliciously cause harm or vandalize any equipment issued to me or the CEN by:
 - 1. Deliberately disrupting network use by others. I will not send “chain letters” or “broadcast” message to individuals or list of individuals.
 - 2. Attempt to gain unauthorized access to other computer/network systems.
 - 3. Attempt to harm or destroy data of another user, the internet or any other network. This includes creating or knowingly transmitting computer viruses or hacking other computers/networks.
 - 4. Attempt to disable any IT security system or auditing system.
- b) Passwords issued to me must be kept confidential and not shared with anyone.
- c) I will not introduce executable codes (such as, but not limited to, -exe, -com, vbs, or bat files) nor download programs, Applications (Apps) or music onto any CYS-owned device without authorization.
- d) I understand that CYS has a zero tolerance policy on cyberbullying. Cyberbullying is considered harassment and will result in the strongest possible consequences. Cyberbullying is the use of any device to convey a message in any form (text, image, audio, or video) that intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner. Staff, children, and youth will not use the CYS CEN to cyber-bully anyone. Cyberbullying may include but is not limited to:
 - 1) Spreading information or pictures to embarrass others.

- 2) Heated unequal arguments that includes rude, insulting, or vulgar remarks.
- 3) Isolating an individual from his or her peer group.
- 4) Using someone else's screen name and pretending to be that person.
- 5) Forwarding information or pictures meant to be private.

e) I will be polite in all electronic communication. I will be courteous and use respectful language and/or images while communicating with others. I will not swear, use vulgarities, or use harsh, abusive, sexual or disrespectful language or images.

4. I will follow policy relating to prohibited use of the CYS CEN. Examples of prohibited uses of the CYS CEN include:

- a. Creating, accessing, downloading, viewing, storing, copying, sending or knowingly receiving material that is illegal or offensive to others, such as hate speech, or any material that ridicules others based on race, creed, religion, color, sex, disability, national origin or sexual orientation.
- b. Accessing or transmitting any defamatory, inappropriate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, and illegal material.

5. Use of CYS-provided devices:

1. I understand that any device that I sign out is MY responsibility until returned and should be returned in the same condition as time of check out.
2. I will protect devices from food or beverage spills or from any other damages.
3. I will not share files or add software/apps unless approved by staff.
4. If I come across an inappropriate website, I will notify staff immediately.

6. Violations to any of these policies will result in, but not be limited to: verbal and written warnings, notification of parents, or loss of privileges.

The following actions will be followed after a Child or Youth is found to be in violation of this AUP:

- a. First Infraction: An initial infraction will result in a verbal warning, consisting of conversation with the youth, reminding him/her of the CYS AUP and the privilege in using devices/internet access. Parent(s) of youth will receive a notice advising of the infraction and the conversation that was conducted with the child.
- b. Second Infraction: Internet access will be revoked and the youth will be unable to use or bring their own device for a period of seven (7) days.
- c. Continued Infractions: Ongoing violations of the aforementioned policies will result in an extended loss of privileges for a minimum of ninety (90) days; after that time, CYS management will determine whether privileges will be restored.

7. Consent to the Following Conditions:

- a. During certain instances CYS Personnel may need to inspect and review data stored on an information system used by CYS patrons.
- b. Communication traffic and data stored on an information systems is not private, and can be subject to routine monitoring, interception and may be disclosed or used for CYS purposes.
- c. This information system includes security measures (e.g. access controls) to protect CYS interest and CYS patrons.
- d. The user consents to interception/capture and seizure of ALL communications and data to support information gathering for investigating accidents, incidents and misconduct.

8. Use of the CEN does not provide any expectation of privacy.

- a. The CEN is not required to implement security controls for the express purpose of protecting Personally Identifiable Information (PII).
- b. CEN users are responsible for all information they transmit via the CEN to include but not limited to the use of internet sites, email traffic, submission of electronic documents and any other electronic communication inputs.
- c. CEN users are responsible for protecting their private information and should not transmit any PII without knowing who will view/use the information and how the information will be used.
- d. CYS is not responsible for any PII released by patrons while using the CEN.



USAG Wiesbaden Patron Acceptable Use Policy (AUP)
For Internet Access through the Child and Youth Services (CYS)
Commercial Enterprise Network (CEN)



Youth Name:

_____. _____ . _____@usarmycys.com
First Name Middle Initial Last Name

Parent/Guardian:

As the Parent and/or Guardian of (youth name) _____, I have read the Acceptable Use Policy. I understand enrolling my child in the CYS program will allow them to have access to the Internet. I understand that CYS has taken all reasonable precautions to ensure safe access to the Internet. A firewall is used to limit access to questionable material. I also recognize, however, that it is impossible for CYS to restrict access to all controversial materials, and I will not hold CYS responsible for materials acquired on the network. I understand that this permission form does not eliminate the requirement of technology awareness training. Parents and/or Guardians are responsible for the actions of their children and youth.

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ **Date:** _____