

Girls Inc. of Greater Houston

**GENERAL SAFETY GUIDELINES**

**For Virtual Programming**

Girls Inc. of Greater Houston is committed to providing an environment to all participants that is free from harassment, intimidation or bullying. “*Harassment, intimidation or bullying” means any intentional written, verbal, or physical act.* As a responsible member of the Girls Inc of Greater Houston community, **it is expected that all participants will follow and adhere to the guidelines established below.**

These guidelines are based on respect, common sense, organization’s rules and procedures, as well as other state and federal guidelines.

We encourage you - as parents and caregivers - to have this discussion with your children on a regular basis to ensure that the experiences they have remain fun, educational, engaging and SAFE.

**General online safety policies:**

* Userid & Passwords - Make sure to keep your information in a safe place and do not share with anyone other than your parents
* Passwords/screen names - these should be strong passwords and do not include personal information such as your last name or birthdate
* Limit sharing personal details - don’t share details such as your school, address, or any information about your family
* Uncomfortable online chat rooms or conversations - If you are uncomfortable or it is something your parents won’t like - you don’t have to talk back and can exit
* Keep your privacy settings on and ensure your internet connection is secure
* Keep your Antivirus programs up to date
* Courtesy, respect and appropriate language is expected during all virtual sessions. This includes when using the chat feature.
* Appropriate attire, (Top and Bottom), is required at all times. Clothing with explicit images and words should not be worn.
* Users should make sure that they are in a private, well lit area with very little traffic, so that the focus remains on the facilitators and the programs. Any area free from distractions will ensure that all participants have the same positive non distracting experience
* Please adhere to the standard backgrounds and choose those that are the least distracting.
* Keep your computer audio muted to reduce feedback and noise. When appropriate, facilitators will ask you to turn your computer audio off of “mute” to engage in conversation.

**The following uses are prohibited.**

* Accessing, producing, posting, displaying or sending offensive messages, music or images, including images of exposed private body parts is prohibited. Offensive material includes obscene, profane, lewd, vulgar, rude, or sexually suggestive language or images is prohibited.
* Sending false or defamatory information about a person or organization is prohibited.
* Harassing, threatening, insulting or attacking others is prohibited.
* Engaging in cyberbullying, harassment, or disrespectful conduct toward others is prohibited. *Cyberbullying is: “willful and repeated harm inflicted through the use of computers, cell phones, and other electronic devices.”*
* Using another student’s or staff member’s ID or password is prohibited.

In conjunction with “UpBrainery”, GIGH provides a secure platform for delivering online material and will not be selling your private information. UpBrainery will take all reasonable, necessary and appropriate steps to safeguard private data from disclosure to anyone except as permitted under specific operating agreements. Our number one priority is the safety of our Girls!

Below you will find a list of security features:

**Advanced Password Authentication** When users log in, their usernames and passwords are transmitted to a remote access server as an all-in-one file. There are also protocols involved to ensure that only authorized users are able to access the data. For example, online learners are

only able to make an attempt three times before the system locks them out. This helps to prevent hackers or other hostile sites from guessing the password.

**SSL** Encrypted communications provide optimal security conditions by industry standards.

**User Role Setup** User roles determine what activities users are allowed to perform, what data they have access to and whom they can work with.

**IP Blocker** Blockers prevent hostile or unwanted IP addresses from accessing our users’ data. Admins are able to manually add certain IP addresses to the “allowed” or “blocked” lists. This ensures that known virtual attackers cannot unlawfully view your user data or eLearning content via our BrainLab LMS.

**Anti-Spam** to prevent spam that has the potential to capture user data and compromise sensitive information from entering our Learning Management System. This involves phishing, malware, and even ransomware. As such, our online learners don’t have to worry about fraudulent spammers getting a hold of their contact details or sending them potentially dangerous emails.

**Anti-Virus** to safeguard your user data and eLearning content from the most common virtual threats.

**Back-Up Data Storage** The system automatically backs up data and allows you to manually save the most current version of your eLearning content.

**Data Encryption** Encryption ensures that data stays safe when it is transmitted between apps.

**Mobile Security** This includes data encryption, mobile user authentication, and anti-virus/spam protection.

**UpBrainery ensures that their Software Security Protocols are updated frequently.**  They update their security features on a regular basis to keep up with modern threats.

These guidelines are to be followed at all time during the Girls Inc. of Greater Houston virtual summer programming. Not adhering to these guidelines can and will result in immediate dismissal from the programs. Please sign, have your girl sign, date and return to the program facilitator before programming begins.

I have received, read and understand and agree to adhere to the safety rules/guidelines for technology use during GIGH summer camps.

Printed child name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed parent name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_