



893 Website Policy

The purpose of this policy is to establish a set of guidelines that:

- Provide guidance to Unit Leaders to effectively manage the Unit website according to Unit ideals.
- Enable Unit Scouts to safely participate in the directed management of Unit online web content.
- Establish a safe and fun environment in which Unit scouts are able to participate in Unit online web enabled communications, advancement tracking, and access to Unit resources such as: photos, calendar, news, and roster information. These rules primarily concern the “Public” facing portion of the Unit Website (www.troop893.org). However, they also establish general policy for use of the “Private” Unit Portal. Note these guidelines are adapted from policy established by the BSA Electronics Publishing Division for council Web sites.

1. Unit leadership has control over the content of the Unit’s official web site (i.e. the Unit Committee, uniformed leadership and chartered partner representative). If youth members are involved, they must be under the direct supervision of adults who have control of all content.

2. Access to the secure domain or password protected area for the purposes of modifying the information contained therein shall be restricted to the webmaster and designated leaders of 893. No youth shall have direct access to modify anything in the secure level of the site.

3. Content of the website must be appropriate to the Scouting movement and consistent with the Scout Law.

4. The website should not contain any direct links to any site that contains material that is not appropriate to the Scouting movement.

5. The website’s public area should not contain full names, addresses, telephone numbers, e-mail addresses or other identifying information about youth members. Personal details, available via the Unit Portal, such as roster information, must be protected by appropriate security processes such as individual user accounts with strong passwords and system enforced access privileges.

6. The website should not contain publicly accessible bulletin boards or chat rooms that make it possible for youth members to communicate with non-Unit members through the site.

7. All communications must maintain the BSA Youth Protection policies for two-deep leadership. Wherever possible, guardians and multiple Unit leaders should receive copies of all electronic messages.

8. The website should consider the safety and privacy of members by obtaining permissions to release information about or identifying images of any specific person in accordance with Unit privacy and safety practices.

9. The website should not contain any advertisements or commercial endorsements.

10. The website must abide by all laws regarding copyrights, trademarks and other intellectual property.

11. The website must include the name of the unit’s chartered partner, contact information for the Unit Committee and an e-mail contact address to reach the site webmaster, so visitors can report any problems or concerns.

12. All members are granted read access to their personal account and advancement records as well as selected roster information for the Unit. Only approved Unit leadership will be granted read access to all Unit Members advancement details. The Unit Advancement Chair has the explicit authority to edit Unit advancement records. The Unit Key 3 will grant access rights to specific Unit leaders for position related purposes only.