



Permission Slip The Tacoma Clubhouse

Dear Parent or Guardian:

The Clubhouse is designed to be a safe and fun place for young people from all different kinds of backgrounds. This permission slip includes a description of the Clubhouse and what personal information young people provide to participate.

Description of the Program:

The Clubhouse provides a creative and safe after-school learning environment. The Clubhouse enables young people to work with adult mentors to explore their own interests, develop skills, and build confidence in themselves through the use of technology. In the Clubhouse, young people can design their own music, art, videos, animations, robots, and science simulations. Under the supervision of the Clubhouse Coordinator, they have access to the Internet and can occasionally post their own original work on the Internet.

What Information We Collect:

The Clubhouse will collect the information on this form as registration information for the program. When young people participate in the program, they sign in so that the Clubhouse knows how many young people attended and how often. Also, participants in the Clubhouse will have the ability to create materials that may be posted to a Clubhouse Intranet website, called "The Clubhouse Village." These materials may contain personal information including, but not limited to, first name, e-mail address, and photograph. "The Clubhouse Village" is password-protected, meaning only Clubhouse participants and staff have passwords and can look at the site. Also, under the supervision of the Clubhouse Coordinator, participants in the program may be invited to post content to the Internet. The Clubhouse staff educates young people about the dangers of posting personal information (such as last name, e-mail address, or photograph) on the Internet. The Clubhouse discourages children from posting personal information on the Internet, but does not control all such content. It is necessary for each child's parents to instruct their child on the dangers of posting personal information on the Internet. To read the Village Privacy Policy please visit: <http://clubhousevillage.org>

How We Use the Information:

The Clubhouse uses the information collected to create a list of participants in the Program and how often they participate, and to allow participants to share the materials they create. The Clubhouse will not transfer or sell this information to any third party. The Clubhouse will provide reasonable security for this information and will allow you the opportunity to review this information by contacting the Clubhouse staff.



Membership Information

Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Birth Date: _____

Name of School: _____ Grade: _____

Primary Email Address: _____

Name of Parent or Guardian: _____

Relationship: _____ Phone: _____

Permission:

I give permission for _____ to participate in the activities of The Clubhouse. I give my consent to the Tacoma Clubhouse, Allen Renaissance Inc., The Clubhouse Network, and its partners (including Best Buy, Intel and others) to use and publish, for any purpose whatsoever, photographs, films, tape and images taken of or created by him/her as a Clubhouse member. All materials become property of the Allen Renaissance Inc., and may be used for any purpose. I release Allen Renaissance Inc., the Tacoma Clubhouse, and The Clubhouse Network, from any and all claims arising from injury at The Clubhouse.

(Signature of Parent/Guardian)

(Date)



The Clubhouse Code of Conduct

The Clubhouse strives to provide a safe, comfortable atmosphere, in which members of the Clubhouse Community may explore their own creativity. To that end, the Clubhouse Council has developed this Code of Conduct. You are now asked to agree to the following:

1. All members of the Clubhouse Community are encouraged to explore their own creativity. I will help this happen by not doing anything to disrupt or discourage another's creative expression.
2. I know that the Clubhouse is everyone's space. If I choose to play music or sound files, I will play it so that it does not disturb others. In addition, **I will not play any music containing profanity.** I will also adhere to the Clubhouse Internet Safety Guidelines so that no one in the Clubhouse will be exposed to inappropriate material and/or people who wish to misuse the Internet (the Internet Safety Guidelines are on the other side of this paper).
3. In an attempt to make everyone feel comfortable in the Clubhouse, **I will not use profanity and/or discriminatory language.** In addition, I will not use language that purposefully offends another member of the Clubhouse.
4. In an effort to ensure the safety of everyone in the Clubhouse Community, I will not steal, pirate software, or engage in any other illegal activity, including possession and/or use of narcotics or weapons.
5. I realize that the Clubhouse is limited in resources and we are lucky to have all the equipment that we have. I will do my best to respect the Clubhouse space. **I will not purposefully destroy or vandalize any property of the Clubhouse or of another Clubhouse Community member.** I will also help to keep the Clubhouse clean by picking up after myself.
6. The Clubhouse is filled with different kinds of people from various backgrounds. I will help create a feeling of community by respecting everyone I come in contact with and treating them how I would want to be treated. **Both physical and verbal fighting will not be tolerated.** If I have a problem I cannot solve peacefully myself, I will talk to a staff member and allow them to handle it.

If the code of conduct is broken, I will be subject to the following disciplinary action:

- **For a minor infraction** (*cursing under my breath, rough-housing, not following staff instructions, etc.*), I will be warned by a member of the staff. **If I get warned three times in one day, I will be asked to leave and be suspended for one day. If this behavior becomes habitual, the staff will take appropriate action.**
- **For a major infraction** (*getting into a verbal altercation, vandalism, verbal abuse of another member, etc.*), **I will be asked to leave and be suspended for one week. If this behavior becomes habitual, the staff will take appropriate action.**
- **For engaging in physical violence and/or illegal activity -- as mentioned in number 4 -- in or near the Clubhouse, I will forfeit my membership.**

If you violate the Code of Conduct and are subject to suspension, a member of the staff will sit down and discuss the situation with you before any disciplinary action is taken. You will be given an opportunity to explain your actions and advocate on your own behalf.

I have read, understand, and agree to adhere to this Code of Conduct.

(Signature) _____

(Date) _____



The Clubhouse Internet Safety Guidelines

The Internet offers a new world of experiences that can be educational, culturally enriching and rewarding. It can help increase school performance and future job potential. However, the Internet can also expose you to unsafe situations. As a Clubhouse Member, it is your responsibility to protect yourself and the reputation of The Clubhouse by using the Internet safely. The following guidelines are to help Clubhouse members, mentors, staff and parents explore the Internet safely.

- Do not give out personal information such as your home address, telephone number, relatives' names, parents' or guardians' work address, name or location of your school, your picture or other private information. Do not ever provide your social security number or your parents' credit card numbers over the Internet.
- It is okay to create an online nickname to protect yourself. It is okay to use your first name or a nickname and an email address to receive information, but do this with caution. Beware of contests and surveys that may use your information for unauthorized purposes.
- On your own web page, follow the above guidelines. Use only your first name or a nickname. Any picture of yourself should be disguised in some way to protect your identity.
- When using your email account, please take responsibility to uphold the reputation of The Clubhouse which you represent. Use appropriate language, speak with respect, guard your personal information and remember that email is never really private. Only say things you would say to a group of people. Keep your password private. Do not use email for practical jokes or to carry on an angry conversation called "flaming".
- Never agree to meet anyone in person whom you meet over the Internet. It is impossible to know who you are really talking to. If someone encourages you to meet them, tell a Clubhouse staff member.
- If you receive messages that are mean or make you feel uncomfortable, tell a Clubhouse staff member or mentor. It is not your fault if you get a message of this kind and you have no responsibility to answer. If in doubt, check it out with an adult.
- Remember that information on the Internet can be incorrect, misleading or inappropriate. Check more than one source and use your judgment.
- If using the Internet at home, make sure your parents or guardians are aware of your activities. Discuss the Clubhouse Internet Safety Guidelines with your parents or guardians. Share your experience with your parents and family to help them explore the Internet safely.
- Visit www.childrenspartnership.org/ for more information on using the internet safely.