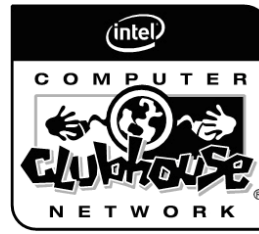




Motivating Youth to Succeed  
啟導青年 邁步向前



## The CYC AT&T Computer Clubhouse & Tech Academy Code of Conduct

*The CYC AT&T Computer Clubhouse & Tech Academy strives to provide a safe, comfortable atmosphere, in which members of the Clubhouse Community may explore their own creativity. To that end, you are now asked to agree to the following:*

1. I will not do anything to disrupt or discourage another's creative expression.
2. I guarantee any music or sound file that I choose to play will not contain profanity, and will not disturb others. I will also adhere to the Clubhouse Internet Safety Guidelines (page 3) so that no one in the Clubhouse will be exposed to inappropriate material and/or people who wish to misuse the Internet.
3. I will not use profane, discriminatory, and/or any other language that purposefully offends another member of the Clubhouse.
4. I understand that the contribution of Clubhouse computers is intended to be used for educational purposes, so I will not install software downloaded from the Internet and/or personal copies without the permission of the Clubhouse Coordinator.
5. I will not steal or pirate software, or engage in any other illegal activity, including possession and/or use of narcotics or weapons. I will not take software, which provided as part of the CYC AT&T Computer Clubhouse & Tech Academy program, outside the Clubhouse area. No borrowing or making illegal copy is allowed.
6. I understand any software installed in the Clubhouse computers must abide by legal license, distribution, and/or end-user agreements determined by the manufacturer.
7. I will do my best to respect the Clubhouse equipment and 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.
8. 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.

### Rules for Online Safety

1. I will not give out personal information such as my home address, telephone number, social security number, relatives' names, parents' or guardians' work address, credit card numbers, name or location of my school, or other private information over the Internet. I will create a nickname and use it instead of my real name.
2. I will not give out my Internet, Email or any other password to anyone (even my best friends) other than the

CYC AT&T Computer Clubhouse & Tech Academy

Tel: (415)775-2636x219 | Fax: (415)775-1345

Clubhouse Coordinator.

3. I will take the responsibility to uphold the reputation of the CYC AT&T Computer Clubhouse & Tech Academy. I will use appropriate language, speak with respect, guard my personal information and remember that email is never really private. I will not use email for practical jokes or to carry on an angry conversation called "flaming".
4. I will never agree to get together with someone I "meet" online. If someone encourages me to meet him, I will tell a Clubhouse staff member.
5. I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message of this kind and I have no responsibility to answer. I will tell the Clubhouse Coordinator right away if I come across any information that makes me feel uncomfortable.
6. I will talk with the Clubhouse Coordinator so that we can set up rules for going online. I will not access other areas or break these rules without his/her permission.
7. I will check with the Clubhouse Coordinator before downloading or installing software or doing anything that could possibly hurt our computer or jeopardize my own or anyone else's privacy.
8. I will be a good online citizen and not do anything that hurts other people or is against the law (like downloading illegal music or games).
9. I will help others to understand how to have fun and learn things online and teach them things about the Internet, computers and other technology. If using the Internet at home, I will make sure my parents or guardians are aware of my activities. I will also share my experience with them to help them explore the Internet safely.

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

- For an infraction of using profanity and/or inappropriate language, I will do 10 push-ups for every word at the same moment I violate the rule.
- For a minor infraction (cursing under my breath, roughhousing, not following staff instructions, etc.), I will be warned by a staff. If I get warned three times in one day, I will be asked to leave and be suspended for one day.
- 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.
- For engaging in physical violence and/or illegal activity in or near the Clubhouse, or for any inappropriate behavior becomes habitual, 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.

Participant Signature 會員簽名 \_\_\_\_\_ Date日期 \_\_\_\_\_

## CYC AT&T Computer Clubhouse & Tech Academy: Permission Slip

### **Dear Parent or Guardian:**

The CYC AT&T Computer Clubhouse & Tech Academy 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 CYC AT&T Computer Clubhouse & Tech Academy and what personal information young people provide to participate.

### **Description of the Program:**

The CYC AT&T Computer Clubhouse & Tech Academy provides a creative and safe after-school learning environment run by Community Youth Center (CYC), located at 1038 Post Street San Francisco, CA 94109. 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, arts, 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 works on the Internet.

### **What Information We Collect:**

The CYC AT&T Computer Clubhouse & Tech Academy will collect the information on the back of this form as registration information for the program. When young people participate in the program, they sign in so 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 the website called "The Intel Computer Clubhouse Village" and the CYC websites and online media. These materials may contain personal information including, but not limited to, first name, e-mail address, and photograph. "The Intel Computer Clubhouse Village" is password protected, meaning only Clubhouse participants and staff have passwords and can look at the site. In addition, under the supervision of the Clubhouse Coordinator, participants in the program may be invited to post content to the Internet. 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 CYC AT&T Computer Clubhouse & Tech Academy discourages children from posting personal information on the Internet, but does not control all such content. It is necessary for each youth's parents to instruct their children on the dangers of posting personal information on the Internet.

### **How We Use the Information:**

The CYC AT&T Computer Clubhouse & Tech Academy 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. We will not transfer or sell this information to any third party. The CYC AT&T Computer Clubhouse & Tech Academy will provide reasonable security for this information and will allow you the opportunity to review this information by contacting the Clubhouse Coordinator, Hiu Nam Cheung, at 415-775-2636x219.

I have read, understand, and agree to adhere to this document.

**Parent Signature** 家長簽名 \_\_\_\_\_ **Date**日期 \_\_\_\_\_

CYC AT&T Computer Clubhouse & Tech Academy

Tel: (415)775-2636x219 | Fax: (415)775-1345

1038 Post Street San Francisco, CA 94109

clubhouse@cyccsf.org

Code Conduct Formv8 04/2012

## Membership Application Form 會員申請表格

### General Information 個人資料

First Name 名	Last Name 姓	Gender 性別	Grade-level 年級	School 學校
(415)				
Birthday 生日日期(mm/dd/yy)		Home Phone # 電話號碼	Cell Phone # 手機號碼	
Home Address 地址		City 市	State 州	Zip Code 郵區號碼
Email Address 電郵地址		Website Address 網址		

### Emergency Information (Please provide 2 emergency contacts) 緊急聯絡資料

Contact Person #1 聯絡人	Relation 關係	Phone # 電話
Contact Person #2 聯絡人	Relation 關係	Phone # 電話

### Parent/Guardian Consent for Participation 家長/監護人同意書

I \_\_\_\_\_ give permission for my child to participate in the CYC AT&T Computer Clubhouse & Tech Academy program. I understand my son/daughter will be supervised by CYC Staff. I would not hold CYC liable should any accidents, injuries or misfortunes occur. In the event of injury, I, the undersigned parent or legal guardian does hereby authorize the CYC, as an agent for me, to consent to any medical treatment which may become necessary.

SPECIAL HEALTH CONCERNS: \_\_\_\_\_

我 \_\_\_\_\_ 在此允許我的子女參加社區青年中心舉辦的活動。我明白我的子女將會受到 CYC 社區青年中心的職員看管。但如有任何意外或受傷事件發生，我將不會追究 CYC 社區青年中心及其職員。若果我的子女在活動期間受傷，我在此授權 CYC 社區青年中心代表或轉介所必需的醫療服務。

如有特別健康情況，請表明： \_\_\_\_\_

Parent Signature 家長簽名	Date 日期	Participant Signature 學生簽名	Date 日期
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# CYC Photography Consent 肖像同意書

**IN CONSIDERATION** of my participation in any events or program at Community Youth Center (CYC), I am informed that it wishes to photograph me and that it would like to use the photograph(s) and/or my artwork (if applicable) in CYC promotional or business material, multimedia (such as television and the press), film, video, CD-Rom (compact disk read-only memory), DVD (digital video disk), and/or may appear on the world wide computer network known as the Internet via CYC's website. **I UNDERSTAND THAT** the Internet is not a secure medium; that any material posted on the Internet is accessible to anyone with a computer and suitable telephone link **AND THAT** while CYC has made every effort to secure its website, it cannot absolutely guarantee privacy or control the access to its website.

I, the undersigned, **HEREBY CONSENT** to be photographed and **IAUTHORIZE** CYC, its employees, agents, or authorized representatives to use, reproduce, publish, transmit, distribute and display the said photograph(s), artwork, or my name in any CYC publication, multimedia production, film, video, CD-Rom, DVD, display, advertisement, website or other material for promotional or other business purposes. **I RELEASE** CYC, any of its associated/affiliated branches, programs, their directors, officers, agents, officers, directors, customers, and CYC's appoint advertising agencies, officers, directors, agents and employees, from all claims of any kind on account of such.

考慮到我參與社區青年中心的任何活動或計劃時，中心職員會知我或會被拍照。而這些照片及我的作品(如果適用)或會用在推動社區青年中心的宣傳物品上，大眾傳播媒介(如電視及報章)、電影錄影帶、CD-ROM (唯讀光碟)、DVD(數碼影碟)及/或通過社區青年中心的網頁或稱為互聯網的世界電腦網絡上。我明白到互聯網是一個任何人只要有電腦及適合的電話線路皆可取得在互聯網上展示的資料。亦因此社區青年中心會盡力保護其網頁的安全，但不能夠絕對保證私隱權或控制他人進入其網頁。

我在下面簽署以同意被拍攝及授權社區青年中心，它的僱員，代理人，或中心已授權之代表使用、複印、印刷、傳送、派發及展示所述照片/作品，或我的名字用於社區青年中心的印刷品上。大眾傳媒產品、電影、錄影帶、CD-ROM、DVD、展覽、廣告、網頁或其他宣傳物料上，或作其他行政用途。我豁免社區青年中心，任何其附屬分行活動計劃其主任、職員、代理人、顧客及中心委任的廣告機構的職員、主任、代理人及其僱員，所有因上述行為而引致的起訴。

Signature 簽名	Print Name 姓名(正寫)	Date (month/date/year) 日期
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Parent/Guardian Signature 家長/監護人簽名	Print Name 姓名(正寫)	Date (month/date/year) 日期
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For internal use only

Staff	Program	Date (month/date/year)
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