



## **HFH SUMMER CAMPS STAFF HANDBOOK**

*Please read the following statements and sign this acknowledgement*

### **Receipt & Acknowledgment of the Staff Handbook:**

I acknowledge receipt of the Staff Handbook revised for 2020. I acknowledge that this handbook supersedes any and all prior handbooks or policies. I understand that the information contained in the Staff Handbook constitutes management guidelines only, which may be added to, deleted, or changed from time to time at the discretion of HFH Summer Camps.

I acknowledge that I have read or will read this staff handbook, and I accept full responsibility for familiarizing myself with the policies contained in the staff handbook.

If I have any questions regarding the content or interpretation of this staff handbook, I agree to bring it to the attention of my supervisor or the Human Resources Department.

Name (printed)\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



## Acceptable Use Policy for Technology HFH Summer Camps

### RESPONSIBILITIES OF THE USER:

Our camp will work to provide a safe environment for learning with technology. All staff members are granted the privilege of using the computer hardware and software, peripherals, and electronic communication tools including the Internet. With this privilege comes the expectation to use the equipment correctly, responsibly, and to follow the policies outlined below.

### TECHNOLOGY USE GUIDELINES:

- **Appropriate Use:** Computer will be used in a mature and respectful manner. All camp technology will be used for direct camp purposes or for communication with home. Please see examples of unacceptable uses below.
- **Etiquette / Courtesy:** Use of technology for communication will always respect the rights of individuals in the camp community. Emails, photos and videos must be used ethically, and be respectful of individuals involved. Because the members of the community share camp computers, consideration of another users' time is expected.
- **Reporting:** Users must report immediately any noticed damage or change to the camp computer's hardware or software.

### EXAMPLES OF UNACCEPTABLE USES:

- Users must not use equipment to harass, threaten, deceive, intimidate, offend, embarrass or annoy any individual.
- Users must not plug a personal computer into a camp phone line.
- Users must not use or post online any photograph, information, image, or likeness of any camper. **NO EXCEPTIONS.**
- Users must not use or post online any photograph or likeness of an employee without explicit permission from the individual and the director.
- Users must not move, repair, configure, modify or attach external devices to the system without permission.
- Users must not use technology for any illegal activity.

### SOCIAL NETWORKING SITES:

For the safety of all our campers and staff members, staff members should not engage or contact any camper directly or online through social networking websites such as Snapchat, Facebook.com, etc.; even after the completion of the camp season.

### ADMINISTRATIVE RIGHTS:

The director of camp reserves the right to update / modify the rules and regulations at any time. The camp has the right to monitor computer usage on camp property.

My signature below indicates that I understand and agree to follow the guidelines in this **Acceptable Use Policy for Technology**.

Name (printed) \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_