

Central Iowa Division Internet Policies

Information Distribution Technology

INTERNET WEBSITE OPERATIONS

1. General. Although it is not intended as a substitute for normal communication medias, the Internet can be used to carry out quick, consistent and economical communications across a large geographical area. This ability to access material from most anywhere has a definite advantage for a Sea Cadet unit which has members residing in distant areas of it's realm.

Having a single highly accessible source for informational material rather than a number of printed medias insures a reduction in risks that a member will have an obsolete source of information. As an added benefit, Central Iowa Division publishes material that Parents or Legal Guardians can access to keep updated on activities and mission goals.

Cadets are encouraged to utilize the site provided by Central Iowa Division in order to monitor mission plans, distributed information and training materials.

2. Content. Material contained on the Unit's web site will conform to many elements of a common standard and have to be approved by the unit's commanding officer. A basic standard of common moral decency will prevail.

a. Age Related. In order to assure that cadet members are not exposed to material which may adversely influence a cadet member, the unit's website **will not** contain material considered outside what is commonly accepted as age relevant. Material which **would not** be permitted on the unit's website includes, but is not limited to: mature content, games of chance, violent material, threatening material, exploitation material, discriminatory material and hate related material.

b. Political. Politically motivated material will not be posted to the unit's website. Endorsements or opposition to endorsements **will not** be permitted. Opinions on military actions or policies **will not** be permitted.

c. Organization Image. Central Iowa Division is recognized as a local representation entity of the National Organization, United States Naval Sea Cadet Corps. Therefore the unit's website will maintain a complementary image of it's parent organization and comply with any internet policies or procedures as established by it's parent organization.

d. Advertising. The unit's website may contain advertising for the unit's sponsors provided this advertising does not violate listed sub-sections (a), (b) or (c) listed above. All proposals for advertising on the unit's website must have the approval of the unit's commanding officer and would be subject removal from the site if the advertiser's material is deemed to be inappropriate at any time. The commanding officer's decision is final basis for any actions. The advertiser would receive no guarantee of a specific period of time for any advertising to appear on the unit's website.

e. Cadet Photographs. In order to foster a team spirit and recognize cadet members for their achievements, the unit may publish cadet photographs under certain restrictions

designed to protect cadet members from exploitation. The Unit assumes no responsibility for photographs taken by cadets.

(1.) Under Age 14. Cadets under the age of 14 will be photographed as a group if any cadet names are indicated. And as such the names with the photo will be in random order to deter identification of a specific cadet by persons who do not know the cadet. In addition, at no time will the first names of cadet members be used on the unit's website. In a further effort to limit the amount of information which may be obtained about cadet members under the age of 14, no hometown will be revealed on the unit website as associated with the name of any cadet member.

(2.) Over Age 13. Cadets over the age of 13 may be photographed as an individual and published to the unit website provided only the last name is used and no hometown is revealed.

(3.) Watermarks. Cadet photographs may be marked in such a way that clearly distinguishes that the photo should not be copied or used outside the unit's website. Generally some wording such as "do not to copy" the photo and some wording which will indicate the photo belongs to "Central Iowa Division."

(4.)Disclaimer. A general disclaimer will be used on the unit's website which indicates that material found on the website is not endorsed by any government agency. Also the disclaimer will indicate that cadet member photos are not to be used without the expressed permission of the cadet member's legal guardian.

(5.)Exclusions. The legal guardian of a cadet member may request that a cadet member not be pictured individually with the cadet member's name on the website. Central Iowa Division will honor this request as fully as possible. It may not be reasonable to exclude the cadet from group shots where the unit is involved in an activity. If a cadet member is shown in a group shot and the cadet member's legal guardian has request the cadet be excluded, then the cadet member's name will not appear with the photo on the website.

(6.)Individual Use. No cadet member or an adult member may use photos from the unit's website, other than photos exclusively of him/herself. Other websites may not link to cadet photos.

(7.)Alterations. No alterations may be made to the photos of cadet members without the express permission of the Unit Commanding Officer.

(8.)Ownership. All photos of cadet members which are posted the unit's website are property of the unit for so long as the unit exists. If the unit is dissolved, then photo ownership reverts to the regional director or any subsequent unit.

f. Disclaimer. The unit's website will contain a disclaimer which will identify the following:

(1.) Ownership Rights. The disclaimer will state through some wording that some content may be protected under copyrights held by the owner of the material and not by the owner of the website.

(2.) Cadet Photographs. The disclaimer will state through some wording that photographs of cadet members may not be used without the consent of the cadet member's legal guardian. It will also advise unauthorized use may be in violation of various state or federal laws.

(3.) Accuracy of Material. The disclaimer will state through some wording that the informational material appearing on the site will be as accurate as possible and that when errors are found that they will be dealt with as quickly as the issues can be verified.

(4.) Affiliations With Government Entities. The disclaimer will state through some wording that the unit's web site is not affiliated with any government entities and as such those agencies accept no responsibility nor do they give consent to the material presented on the unit's web site.

g. Cadet Member Managed Materials. The unit's website may contain, if approval by the unit's Commanding Officer, pages and or materials which are managed or maintained by cadet members with certain restrictions.

(1.) Supervision. Cadet members managing any portion of the unit's website in the "Live Mode" must be under the immediate supervision of one or more of the unit's officially registered adult staff. The cadet member must be a proven trustworthy cadet member of long standing with the unit. Cadet member's rank is not to be used as a determining factor.

(2.) Relevance. All material being managed by cadet members must be directly relevant to the unit's approved business.

(3.) Opinions. Cadet members will not be permitted to use the unit's web site to express a personal opinion.

(4.) Military Policies or Actions. Cadet members will not comment on the unit's web site on Policies or Actions of the Military.

(5.) Decency. Material which would not be permitted on the unit's website includes, but is not limited to: mature content, games of chance, violent material, threatening material, exploitation material, discriminatory material and hate related material.

(6.) Modification or Removal. Cadet members will not modify or remove items outside the cadet member's authorized realm.

(7.) Approval. Cadet members must submit a finished draft of any material to be placed on the unit's web site to the unit's Commanding Officer. The final material placed on the web site must not be ANY different from the draft originally submitted to the Commanding Officer. If the final version is different in ANY way, then it must go through the approval process again before being placed on the unit's web site.

(8.) Length of Term. Cadet member managed pages or items may be removed from the unit's web site at any time without warning. There is no guarantee that cadet member managed material will be authorized on the unit's web site for any length of time.

(9.) Loss of Privilege. Cadet members may have their privilege to manage materials on the unit's web site removed at any time without warning or a reason being given.

3. Cadet Member Web Sites. Cadet members may elect to build and maintain their own web sites outside the domain of Sea Cadets. Should those web sites in any way be labeled as "Sea Cadet Connected", the cadet members become liable for the image they portray on their web sites. Portrayals must be content-appropriate by the Commanding Officer or the National Organization. If such portrayals are not appropriate, then the cadet member will be required to correct the problem. Should the cadet member fail to or refuse to correct the problem(s) as requested, then the cadet member may face disciplinary action, up to and including discharge from Sea Cadets.

a. Using Items From Unit Site. A cadet member may not link to or otherwise copy and use any photographs from the unit's web site.

b. Deception. A cadet member may not label the cadet member's site as the official site for the unit. To insure no such assumption is made, the cadet member must indicate on the front page in bold legible type that the web site is not connected to or owned by Sea Cadets or the Central Iowa Division.

c. Miscellaneous. A cadet member should not have a site that would raise a less than favorable impression on the Sea Cadet Organization or Central Iowa Division.

4. Adult Member Web Sites. Adult members may elect to build and maintain their own web site outside the domain of Sea Cadets. Adult members must not violate all rules set forth in this policy.

5. CID Domain Administrators. Adult members responsible for the creation, maintenance and modification of the unit's web site must abide by rules set forth in these policies as well as:

a. Security. All information, photographs and other media items are to be safe guarded and not released except to the unit's commanding officer on demand.

6. Enforcement. Central Iowa Division reserves the right, but undertakes no requirement, to enforce the provisions of this regulation. Such enforcement may, however, involve the Commanding Officer, or designee to:

- a.** Resolve the matter informally.
- b.** Initiating disciplinary proceedings.
- c.** Seek legal action.
- d.** Provide any information requested by law enforcement.

7. Public Information. While this site may contain items that may be of interest to the public, the web site is primarily task for members of the Central Iowa Division.