

## **CISV International Ltd.**

### **Rules and recommendations for Websites and Email Before and During a CISV Village**

**Village programme email and WWW Sites are allowed only if they follow all rules in force for electronic communications with a particular focus on the following ones:**

#### **Prior To A Village**

When sending email or publishing information on a website prior to a Village, no list of participating countries, site address, location, or information leading to site location can be stated. (For example, a picture with landmarks, street signs, or other recognizable features revealing location must not be shown.)

#### **During The Village**

E-mail usage and maintenance of a programme website must not be a priority in CISV Villages or in any way hinder any person's full participation in programme activities. Once the Friends.cisv.org site and procedures are in place, however, Village directors will be asked to ensure that all participants register on the site.

The International Village Committee recommends that a computer with Internet access be available in all Villages. When this is not possible, there must be an arrangement through the hosting chapter in which e-mail can be delivered to the participants on a regular basis.

When the Village has a computer on site with email service, the staff, leaders, and JCs should have access to the computer to check and send email on a limited schedule that does not interfere with Village activities.

As with other forms of communication from parents, the delegation leader should be the one to limit and distribute email to his/her delegation. To prevent a logistic burden for the staff or local chapter, the 11-year-old child delegate must not have direct access to the computer during a village. The exception would be when web access is part of a specific activity or for purposes of registering on the Friends.cisv.org site.

#### **Website During a Village**

If a Village has a website, the International Village Committee strongly recommends before and during the Village programme that such websites be password protected. Passwords should be provided only to the International Office, International Village Chair, Village Host Staff, Local Hosting Village Committee, Leaders, JCs, participants, and their families.

Special care and cultural sensitivity must be taken in the choice of photos and information, so that all participating cultures and CISV are shown in a positive and respectful way.

Unless there is prior and unanimous written authorisation from all parents of youth and adults in the village, no close-up photos of participants can be published on the site. Youth participants cannot be identified by name at all. Adults can be identified if their written consent is given.