



ICT-2007.7.2 - 224044

I N C L U S O

Social software for inclusion of (marginalized) young people

Collaborative Project - Small or medium-scale focused research project (STREP)

ICT-2007.7.2 Accessible and inclusive ICT: Stronger RTD capacity through delivery of proof of concept for ICT solutions facilitating social inclusion of marginalized young people

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1 List of abbreviations

Abbreviation	Explanation
AT	Assistive Technologies
EAB	Ethics Advisory Board
EC	European Commission
EGE	European Group on Ethics
EHRC	European Human Rights Court
ICT	Information and communication technologies
ISP	Internet Service Providers
IT	Information Technology
K.U.Leuven	Katholieke Universiteit Leuven (INCLUSO co-ordinator)
LCE	Local Ethical Board (Belgium)
LREC	Local Research Ethics Committee
PDA	Personal Digital Assistant
PTP	Polish Psychological Association
SHMU/shmu	Incluso pilot partner (Aberdeen) Station House Media Unit (Scotland)
SK	Incluso pilot partner "U Siemachy" (Poland)
TONUSO	Incluso pilot partner TONUSO (Belgium)
UCD	User Centered Design
UN	United Nations
VJZ	Incluso pilot site partner "Verein Jugendzentren" (Vienna, Austria)

2 Executive summary

The current document constitutes the extra Deliverable “INCLUSO Ethical Handbook” of the INCLUSO project. It has been prepared in response to explicit demand /recommendation (2), issued during the second INCLUSO review (November 12, 2009) and provides information on the ethical issues raised within the project and the relevant strategies adopted by the project. It establishes the ethics code of conduct of research within INCLUSO.

The Incluso project (ICT-2007.7.2 - 224044) aims at finding out if and how social software solutions can help the integration of disadvantaged youngsters. More details about this project and its strategies can be found in the DOW and:

- at <http://www.incluso.org> and
- in the several INCLUSO newsletters available from the same URL.

At four different pilot sites (Vienna [AT], Aberdeen [UK], Krakow [PL] and Brussels [BE]), youngsters will be contacted (as well as their parents as most of them are minors) to obtain their agreement within the frame of what this INCLUSO project can offer them. As the pilot sites are quite different, also some **ethical issues** will be different from pilot to pilot.

While the trends and developments of ICT in Accessibility and eInclusion have given rise to many positive developments, concerns about the use of ICT in daily living for youngsters at risk can be summarized as follows (adapted from opinion 13 from **EGE**¹):

- The pervasiveness of a technology, which many people do not understand.
- The lack of transparency of the field of web and mobile applications.
- The difficulty of respecting privacy and confidentiality when third parties may have a strong interest in getting access to electronically recorded and stored personal data.
- The difficulty in ensuring the security of shared personal data.

In this handbook we will discuss:

- the overall approval of Incluso's ethical approach,
- the creation of an ethical **peer review committee**, alternately called Ethics Advisory Board (EAB),
- information on the legal consent procedures linked to the **Focus groups** and
- Pilot specific approaches.

Finally some extra information on general ethical/legal issues will be given.

As the youngsters will be invited to collaborate by using social software applications, the process involves data collection. The privacy and security aspects of this **data collection** will be described in chapter 6 of this report.

2.1 Naming conventions

2.1.1 Focus groups

In order to find out the background information for this project, several meetings with specialists, stakeholders and the youngsters themselves have been organised in the

¹ cf. http://ec.europa.eu/european_group_ethics/archive/1998_2000/avis_en.htm

different participating countries. As confidential information was likely to be mentioned during these meetings, all participants were requested to sign an informed consent form. More details in chapter 2.

2.1.2 Pilots

Four organisations in four different countries have established testing set ups within their organisations in which social software solutions (websites, Nings, Facebook/Netlog etc.) will be offered to their clients. During the pilots the inclusive effects of these solutions will be measured and will lead to scientifically sound conclusions whether social software really helps inclusion and to what extent.

2.1.3 The INCLUSO WHITEBOOK

As a result of this project a Whitebook will be published that contains both the results of our desk research on "what works and what does not", as well as the lessons learned within the project both from the Focus groups and the Pilots. The content of the Whitebook, as far as concerns ethical aspects is discussed at the end of chapter 3.

3 Overview of ethical issues

3.1 Introduction

In Incluso's project proposal, as well as in the Description of work (DOW), ethical issues have been mentioned and are evidently taken into account during the execution of the project; Incluso's research involves children and youngsters, touches upon quite a lot of privacy concerns and needs to process data respecting privacy rules.

Furthermore three of the recommendations issued by the reviewers during the Incluso Project review of November 12, 2009 touched upon Ethical issues:

- acceptance of Incluso's approach by national Ethical Boards in the countries where pilot actions are taking place (Belgium, Scotland, Austria & Poland)
- the creation of an Ethical expert committee and
- the secure handling of data with respect for privacy issues.

These aspects are detailed below.

3.2 Overall acceptance of the INCLUSO approach by established Ethical Boards

In the Consensus report of the March 2009 review meeting, recommendation 8.2 stated that for INCLUSO, **at least one** approval by an ethical board was required². This approval was obtained June/July 2009 from two **Belgian** ethical committees (cf. below).

As a consequence of INCLUSO's second review (Nov. 12, 2009) it became clear that this project needed to collect Ethical approval documents in all four countries pilot actions were planned in. It is also a requirement detailed in article 7.4 of the EU contract with the INCLUSO consortium.

Despite large efforts by the partners and full support by the EU in pointing out possible committees, an approval procedure for non-medical research appeared to be extremely difficult in the other countries concerned.

On March 1, 2010, pilot partner SK (**Poland**) was able to get an approval from the ethical commission of the Polish Association for Psychology

For TUW/VJZ (Austria) and SHMU (Scotland) the procedures are still ongoing³.

3.2.1 Belgium

Coordinator K.U.Leuven has obtained a written approval document from 2 different Belgian Ethical Committees for the pilot activities within the Incluso project:

- Ethical Committee of the **Flemish Welfare Association** (Vlaams Welzijnsverbond). This organization groups most Flemish Welfare Organisations, including those involved with youngsters. A copy of this approval is given in annex V (cf. 7.5, page 33)

² Consensus Report March 2009 Review meeting, page 7, report downloadable from: http://www.docarch.be/incluso/Incluso_consolidated_review_report_final_version.pdf

³ An exhaustive lists of all attempts has been compiled on Dec. 31, 2009 and sent to the EU. An updated version (v. 6.0) has been produced on March 29, 2010.

- **Ethical Committee of the Medical and Psychological Faculties of Kath. Univ. Leuven.**

Agreement number ML 5818.

According to the Belgian Law of May 7, 2004, each Hospital has to create a local Ethical Board in relation to Medical Ethical Problems. The K.U.Leuven LCE board is presided by Prof. Vermeylen of the Medical Faculty. All LCE boards have to report annually to the Belgian "Raadgevend Comité voor Bio-Ethiek", that was created already in 1994. This Committee in turn is the national contact point for the EGE (European Group on Ethics in Science and New Technologies). It was mentioned recently in the EGE/BEPA report produced for the Conference on "International Dialogue on Bioethics" (Brussels, Feb 19, 2009).

A copy of this approval is given in annex VI (cf. 7.6, page 36).

3.2.2 Poland

On March 1, 2010, pilot partner SK obtained the Incluso project ethical approval from the Ethical Committee of the **Polish Association for Psychology**.

A copy of this approval is given in annex VII (cf. 7.7 page 40)

3.2.3 Scotland & Austria

The complete list of the 2009 attempts made to obtain a national approval document for the pilots was described in the private document sent to our EU project officer on Dec. 31, 2009. An updated version (v6.0, dated March 29, 2010) is now available.

This document also shows why the procedure is so cumbersome. One of the reasons is that INCLUSO pilots are not university based and most ethical committees at (neighboring) universities do not wish to (or cannot) give approvals to outside groups.

Anyhow, SHMU & TUW/VJZ are continuing their efforts for obtaining an Ethical approval document.

3.3 *Installation of an ad hoc expert committee for Incluso's activities with ethical implications*

Ethical peer review Committee

This committee with ethical experts has been finalised early 2009. One of its tasks is to check deliverables within the INCLUSO project that have ethical implications. Extra support (e.g. from Child Focus and ICRI – K.U.Leuven's Center for Law on Informatics) has also been obtained and guarantees that no ethical problems arise nor will pass unseen.

Ethical issues will be put on the agenda of all relevant meetings. K.U.Leuven, as project coordinator, will be responsible for its follow up.

The composition of the INCLUSO ethical committee is as follows:

a) Prof. B. Maes , K.U.Leuven - Centrum voor Gezins- en Orthopedagogiek	Bea.Maes@ped.kuleuven.be
b) Prof. Paulus Van Bortel , Assistant Professor in Philosophy, Lecturer in Health Care Ethics and Philosophical Anthropology (University of Antwerp), Affiliated Researcher at The European Centre for Ethics, K.U.Leuven. Staff member "Belief and Policy Development", Flemish Welfare Association: Chair of the Professional Ethics Committee, Flemish Association of Speech Therapists	paulus.vanbortel@skynet.be
Prof. Leijssen , president of the K.U.Leuven Ethical Board of the Faculty of Psychology and Pedagogics	has delegated the work to Prof. Maes
c) Prof. Koen Hermans , KUL-LUCAS, specialist in innovative Care actions	koen.hermans@soc.kuleuven.be
d) Prof. Roger Burggraeve , Professor emeritus in Moral Theology at K.U.Leuven, Ethicist , Member of several local ethics committees for Health and Social Care institutions (Flanders)	Roger.Burggraeve@theo.kuleuven.be
e) Marjo Rauhala , Ethicist and Social Scientist at Vienna University of Technology. Has been active as ethical adviser in several FP6 & FP7 EU projects.	rauhala@fortec.tuwien.ac.at
f) Stefaan Baeten , Chair of the Ethics Committee VWV, Ph D in Practical Theology, Director of the Psychiatric Centre Sint-Hiëronymus, Sint Niklaas, Belgium	stefaan.baeten@hieronymus.be
g) Fons Geerts , Secretary of the Ethics Committee of VWV, Theologian, Staff member Publications, Flemish Welfare Association, Editor in Chief of "The Journal of Social Services" (Flanders)"	Fons.Geerts@vlaamswelzijnsverbond.be
h) Jan Rolies , Ethicist & Theologian, Family Relation Studies, Former Assistant Professor in Medical Ethics, Radboud University (The Netherlands)	jan.rolies@chello.be

3.4 Data security

This aspect is handled in chapter 6.

3.5 Informed consent

Informed consent is the **process** by which a participant will be fully informed about the research in which s/he is going to participate. It originates from the legal and ethical right the participant has to direct what happens to his / her body and personal data, and from the duty of the investigator to involve participants in research.

A distinction between three informed consent elements is possible: the information given, the capacity to understand it and the voluntary nature of any decision taken.

The written information as well as the sought informed consent corresponds to information gathered from the revised version of the Helsinki Declaration of 1964, as lastly amended in Tokyo, 2004, and the Convention of the Council of Europe on Human Rights and Biomedicine (1997).

In seeking informed consent, and according to the American Psychological Association (2002), the following information shall be provided to each participant (or, for minors, to the person responsible for him/her) :

1. the purpose of the research, expected duration, and procedures;
2. the possible risks, discomfort, adverse effects, and side-effects (if any);
3. a description of any benefits to the participant or to others which may reasonably be expected from the research;
4. explanations on confidentiality of the data;
5. their right to decline to participate and to withdraw from the research once participation has begun;
6. whom to contact for questions about the research and research participants rights.

Within INCLUSO several types of informed consent forms have been used depending on the purpose of the information collection. They are detailed below in the description of the actions concerned.

3.6 Ethical issues related to Focus groups (WP1)

In INCLUSO's Workpackage 1 "What works/does not work and why", several Focus groups have been organised (details in D1.2).

The focus groups B1, B2 & B3 brought together specialists, coaches, researchers and persons with practical experience in the Incluso field. As, during these meetings private information could be given or referred to, all participants had to give their consent explicitly. The consent procedure and the consent form text were provided in advance to the relevant Incluso partners. **Both can be found in annex I** (cf. 7.1).

In B4 focus groups, youngsters themselves were participating. Therefore a slightly modified procedure and consent form were developed. Their definitive forms have been adapted to the national legislations concerning youngsters (e.g. taking into account the age to be considered as an adult). Furthermore it was stressed that a language, adapted and comprehensible to youngsters, should be used.

The consent procedure and the consent form text for B4 focus groups can be found in annex II (cf. 7.2).

3.7 Ethical issues in the INCLUSO pilot tests (WP2)

As this project addresses directly a group of youngsters, project partners have paid a lot of attention to the ethical and privacy aspects.

The use of social software implicates that youngsters will register into online platforms. They will be invited to create user profiles and to respond to inquiries that can contain personal information. This implicates that all participants in the pilots should be very well informed about the impact.

As the pilots involve children, parents and/or legal representatives should be informed about all aspects of the pilot. Children can only be allowed into the pilots with parents' (legal representatives) consent. During the recruitment of participants for the pilots, full information shall be given to the children and their parents (legal representatives) about all aspects (contents, actions, goals) of the pilots. Children and parents will choose to join the pilots out of free will and no reimbursements will be offered nor requested. A consent document will be signed by all participants or their legal representatives.

In some cases, hardware and/or software will be put at the disposal of the participants of the pilots. Clear information about the ownership of this hardware and software will be given.

Taking part in online activities enables participants to publish information on the web. All participants will therefore be informed about general issues as intellectual property rights and the code of conduct that is expected.

All participants (and parents) will be informed about the use of the measurement tool on social inclusion, what kind of information will be collected and how this information will be treated.

Personal information shall, under no circumstances, be revealed or passed on, even not to other partners in the project.

At the end of the pilot, results of the research and plans for the future will be communicated to all participants and their legal representatives. They will be offered to sign a termination form that ends the pilot. In case hardware or software is left at the disposal of the pilot participants after the pilots' termination, clear conditions shall be communicated.

Pilot participants can, at any moment, leave the pilots without having to give an explanation. They will, under no circumstances, be forced to remain in the pilots. This will be communicated to them at regular points in time.

3.8 Some interesting resources

Concerning safety topics in Internet use, we recommend to have a look at some good and well documented practices that are available at:

- <http://www.saferinternet.org/>
- <http://www.clicksafe.be/>
- <http://www.bebo.com/>

INCLUSO's initial desk research (input for deliverable D1.1) provided us with a list of interesting additional documents⁴:

BAL06

Title: Involving children in health and social research

Author: Balen, R.; et al.

In: Childhood - A global journal of child research, Volume: 13, Issue: 1, Pages: 29-48

Year: 2006

BEB08

Title: Safety – BEBO

Publisher: Bebo

Year: 2008

Online: <http://www.bebo.com/Safety.jsp?MID=4428327486>

http://www.webwise.ie/Default.aspx?id=risks_socialnetworking_270306

CEC08b

Title: Inclusion 2020: The Ethics of e-Inclusion

Year: 2008

Online: http://ec.europa.eu/information_society/events/cf/item-display.cfm?id=779

CLA05

Title: ETSI's standardisation work on guidelines for young children's use of ICT products and services

Author: Clarke, A.; et al.

Year: 2005

EUK08

Title: EU Kids Online

Year: 2008

Online: <http://www.eukidsonline.net/>

CLA06

Title: Young Children and ICTs – current issues in the provision of ICT technologies and services for young children

Author: Clarke, A.

Year: 2006

FRA08

Title: Privatsphärenschutz in Soziale-Netzwerke-Plattformen

Publisher: Fraunhofer Institut für Sichere Informationstechnologie SIT

Year: 2008

Online:

http://www.sit.fraunhofer.de/fhg/Images/SocNetStudie_Deu_Final_tcm105-132111.pdf

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⁴ Copies of these documents are available on the internal communication platform "The Square". Alternatively those documents are available upon request from: information@incluso.org

3.9 General issues from our Whitebook v.1

3.9.1 Introduction

Additional information about ethical and safety issues was collected in preparation of the four pilot actions within INCLUSO. This information is made available in our Whitebook version 1.

For completeness of this Ethical Handbook, the most important issues are copied and discussed also below.

3.9.2 Informed consent form for participants: an instrument

All pilot participants should sign an informed consent form that is tailored to the pilot itself. General information about goals, duration, ending, eventual costs, responsibilities, code of conduct will be covered.

This informed consent form is a rather complex document and it could scare youngsters off. On the other hand it offers an opportunity to start a discussion with the youngsters on ethical topics, on-line behaviour and misbehaviour, privacy and so on. So instead of starting the pilots with this document the suggestion is made to start with a minimal informed consent form that states that other issues like "code of conduct" and "privacy" will be discussed and developed together with the youngsters during the project. In such a way, the informed consent form and "code of conduct" become instruments to raise the issues.

The European Commission, in casu the Ethics specialist of its INFSO Inclusion Unit, has insisted on using the same template for the Informed consent forms in the four countries.

These templates can be found in Annex III (Dutch, cf. 7.3) and Annex IV (Template, EN, cf. 7.4).

3.9.3 Mixing personal online profiles and work?

We can already put forward some reported practices we came across in relation to this topic:

Often, staff members use an organisation account instead of personal account if their online activity is work related. Often youngsters found them anyway and they have contacts with them through their personal accounts.

There does not seem to be a straight recommendation in this regard and even if there is a policy not to mix work and personal accounts, the youngsters themselves track and find the staff online. We can find out how to handle this when the pilots will have been running for some time.

3.9.4 Marginalised youngsters are vulnerable, even more so on the Internet

Youngsters, like adults, are often not aware of the fact that everybody can see everything they put online if they do not manage correctly the privacy settings in the social software platforms.

Some youngsters even are precisely looking for this effect and they want to tell and show everything to everybody. Marginalised youngsters are often very vulnerable and are an easy prey for unscrupulous or aggressive commercial activities, identity theft, bullying and indecent proposals.

Staff members mention that some of the youngsters already have problems with addiction to games, chatting and other internet related activities.

Parents are often ICT-illiterate and react in extremes: "no control at all" or "everything is forbidden: no computers in our house"

All these topics most certainly show that there is a need to develop working methods and to see these potential problems as an opportunity to start the discussion with the youngsters.

Youngsters will go on-line anyhow.

Coaches, like parents, should be aware of this and make appropriate behaviour on the web a full part of their educational tasks.

4 Situation per pilot

4.1 Tonuso

The pilot in Belgium involves children and youngsters that are all subjected to the Flemish 'Special Youth Assistance'-act or the Belgian 'Child Protection Law'. Belgian law is very specific on privacy issues regarding these youngsters and its stipulations will be taken into account. Tonuso can not disclose private information (e.g. the fact that children are subject of a measure, personal data, including photos and film) of children and youngsters who are subject of child protection.

4.1.1 The main issues

The minors are under the protection of youth law in Belgium. This law is very strict about privacy of the youngsters.

The staff members are under the Belgian law article 458, which states no information about the youngsters even names and addresses and photos can be given.

Because of this law it is impossible that the settings off Tonuso put pictures or text about the youngsters on the Netlog accounts. This will need further investigation.

All conversations with youngsters over the Internet must be logged. (example: MSN logs, chat logs)

4.1.2 Governing law

In addition to the privacy and general laws, Tonuso faces the additional aspects concerning the group of youngsters that are subject to the Special Youth Law

The specific law articles concerning this topic:

Text of the document: (in Dutch)

458. - Geneesheren, heelkundigen, officieren van gezondheid, apothekers, vroedvrouwen en alle andere personen die uit hoofde van hun staat of beroep kennis dragen van geheimen die hun zijn toevertrouwd, en deze bekendmaken buiten het geval dat zij geroepen worden om in rechte getuigenis af te leggen en buiten het geval dat de wet hen verplicht die geheimen bekend te maken worden gestraft met gevangenisstraf van acht dagen tot zes maanden en met geldboete van honderd frank tot vijfhonderd frank.

458bis. Eenieder, die uit hoofde van zijn staat of beroep houder is van geheimen en die hierdoor kennis heeft van een misdrijf zoals omschreven in de artikelen 372 tot 377, 392 tot 394, 396 tot 405ter, 409, 423, 425 en 426, gepleegd op een minderjarige kan, onverminderd de verplichtingen hem opgelegd door artikel 422bis, het misdrijf ter kennis brengen van de procureur des Konings, op voorwaarde dat hij het slachtoffer heeft onderzocht of door het slachtoffer in vertrouwen werd genomen, er een ernstig en dreigend gevaar bestaat voor de psychische of fysieke integriteit van de betrokkene en hij deze integriteit zelf of met hulp van anderen niet kan beschermen.

Non authoritative translation:

Art 458 Doctors, surgeons, health officers, pharmacists, midwives and all other persons who by virtue of their status or profession have knowledge of secrets that have been entrusted to them, and divulge them outside in case they are called in court and give evidence outside the case that the law requires them to disclose those secrets will be punished with imprisonment from eight days to six months and a fine of one hundred to five hundred francs.

458bis. Any person who, by virtue of his status or occupation is the holder of secrets and that it has knowledge of a crime as defined in Articles 372 to 377, from 392 to 394, 396 to 405ter, 409, 423, 425 and 426, committed to a minor may, without prejudice to the obligations imposed on him by Article 422bis, the crime to notify the public prosecutor, on condition that he examined the victim or the victim was taken in confidence, there is a serious and imminent danger to the psychological or physical integrity of the person, he or integrity with the help of others can not protect.

4.1.3 Informed consent

The form used can be found in Annex III (cf. 7.3)

4.2 U Siemachy (SK)

4.2.1 Main issues

4.2.1.1 Legal aspects

The pilot activities must be concordant with the Polish law, namely:

The constitution (Art. 47 and 51)

(translation: non-professional)

(art. 47.)

Każdy ma prawo do ochrony życia prywatnego, rodzinnego, czci i dobrego imienia oraz do decydowania o swoim życiu osobistym.

Everyone has the right to have his/her own dignity, good name, private and family life protected and to decide on his/her own personal life.

(art. 51.)

1. Nikt nie może być obowiązany inaczej niż na podstawie ustawy do ujawniania informacji dotyczących jego osoby.

One is obliged to reveal information concerning him/herself only on the conditions provided in the act of the Parliament.

2. Władze publiczne nie mogą pozyskiwać, gromadzić i udostępniać innych informacji o obywatelach niż niezbędne w demokratycznym państwie prawnym.

Public authorities are not allowed to acquire, gather and disclose information on citizens other than necessary in the democratic country.

3. Każdy ma prawo dostępu do dotyczących go urzędowych dokumentów i zbiorów danych. Ograniczenie tego prawa może określić ustawa.

Everybody has got the right to access to official documents and databases concerning him/herself. This right may be constraint by statutory legacy.

4. Każdy ma prawo do żądania sprostowania oraz usunięcia informacji nieprawdziwych, niepełnych lub zebranych w sposób sprzeczny z ustawą.

Everyone has the right to demand removal of false or incomplete information as well as of data collected illegally.

5. Zasady i tryb gromadzenia oraz udostępniania informacji określa ustawa.”]

The rules and procedures for gathering and disclosure of information are provided by an act of the Parliament.

- The Act on the Protection of Personal Data
- Administrative regulations of GIODO (Inspector for Protection of Personal Data). Regulations on the way of processing personal data
- Civil and family law – regulating the issues of childcare, parental rights and duties
- Social Service Act – regulating the duties of day-care institutions for children and youngsters

4.2.1.2 Safety aspects

“U Siemachy” Association will be using the information provided on the website www.dzieckowsieci.pl.

This website is a result of a national programme “Child on the Web” focused on children’s safety on the Internet. Some of the sources (listed below) will be used for training purposes and/or as attachments to the informed consent form (cf. annex IV):

- Safety rules for youngsters
- Netiquette for youngsters
- Internet dictionary for parents
- Handbook for parents
- Handbook for professionals (people working with children and youngsters)
- Multimedia (ex. short movies)

“U Siemachy” Association is still collecting consultancy on:

- Concerning the legal issues (how the youngsters’ personal profiles can be used in the public project run by the organisation)
- Concerning youngsters’ safety when using social software profiles containing personal data (consultations with Nobody’s Children Foundation are planned)

4.2.1.3 Selection process

Selection of the project participants should be based on equal opportunities. On the other hand, there are some constraints related to the project (accessibility of equipment, timeline, budget etc.). Clear criteria for selection must be specified and made available for all “U Siemachy” community (staff + youngsters).

4.2.2 Informed consent form

SK used the Informed Consent form provided by TUW (cf. Annexes I and II) for its focus groups as well as for very initial phases of the pilots. Then the proposed INCLUSO template (Annex IV) was not only translated but also adapted to be understandable by youngsters.

Following steps have been taken:

The text of the informed consent form was discussed with all the partners. The following issues have been taken into account:

- There is a need of two informed consent forms: one for youngsters and one for parents/guardians
- parents'/guardians' permission is crucial as they take responsibility for their children (Important! During the project more info about the responsibility of the parents vs. responsibility of "U Siemachy" in terms of online activities of the youngsters will be collected and feedback from the three other pilot sites will be looked after)
- normally general agreement ("U Siemachy" – parents/legal guardians – children) covers all the projects realised by the organisation; in case of INCLUSO the separate informed consent form will be needed
- the text of the form for the youngsters must be delivered in as simple language as possible
- The way of processing personal data within the project needs to be mentioned (Important! More research will be done on the issue of personal data given in the youngsters' social software profiles). During a special meeting participants and parents will be introduced to the project and will be given a list of netiquette and safety rules.
- Consent for use of personal image (pictures/movies) in the project activities (also for the project promotion/dissemination purposes) will be necessary. The youngsters will be educated about dangers of using personal images in the context of the project.
- Basic online safety and netiquette rules need to be enclosed to the document
- Short project and pilot descriptions should be enclosed to the document

Although it is clear that youngsters should be able to leave the pilot, this fact should not be stressed too much as this type of youngsters-at-risk often easily gives up any activity that gets a bit complicated.

4.3 Vienna: Verein Wiener Jugendzentren (VJZ)

4.3.1 Overview

VJZ entered the INCLUSO project rather late (as new pilot site replacing the City of Schwechat) and is coached by the INCLUSO partner TUW (Technische Universität Wien).

The Austrian pilot is carried out at three youth centres of VJZ. The participants of the pilot each get a computer (Netbook) for the duration of the project.

4.3.1.1 Legal aspects

The acquisition and handling of any type of personal data during the pilot is governed by the Austrian Data Protection Act (Datenschutzgesetz, DSG 2000). Article 1 section 1 states:

Jedermann hat, insbesondere auch im Hinblick auf die Achtung seines Privat- und Familienlebens, Anspruch auf Geheimhaltung der ihn betreffenden personenbezogenen Daten, soweit ein schutzwürdiges Interesse daran besteht.

Jedermann ist daher verpflichtet, personenbezogene Daten Dritter (natürliche und juristische Personen sowie Personengemeinschaften) geheim zu halten. Ein schutzwürdiges Interesse ist grundsätzlich anzunehmen; ein solches liegt nicht für Daten aus allgemein zugänglichen Quellen (zB. Telefon- und Adressbücher) vor. [...]

Translation (non-professional):

Everybody has the right to confidentiality of his personal data, especially with respect to his private and family life, insofar as legitimate interests exist.

Therefore, everybody is bound to keep personal data of a third person (natural or juristic person or body of persons) a secret. A legitimate interest is to be assumed in general but does not exist for publicly accessible sources (e.g. phone or address books). [...]

Also article 6 section 1 and 2 “Grundsätze der Verwendung von Daten” (principle on usage of data), article 7 “Zulässigkeit der Verwendung der Daten“ (legitimacy of usage of data), article 14 “Datensicherheitsmaßnahmen“ (actions for data security), and article 15 section 1 and 2 “Datengeheimnis“ (data secrecy) apply in particular.

It also needs to be taken into account that in Austria the age of consent is 18 years; persons below that age are considered minors.

Illegal upload and download of copyrighted property by the youngsters during the project may impose legal troubles. Awareness raising of the participants for that set of problems as well as clearly communicating that youth workers will intervene once they come to know of that actions shall prevent this problem.

4.3.1.2 Safety aspects

One big problem with Social Networks is disclosing private data. This, however, is not limited to this pilot but is a general problem. One goal of the project is to make the youngsters aware of that risk. Another problem that may arise is so-called cyber bullying which shall be countered by sensitising the youngsters but also by intervention from the youth workers.

In general, the Austrian pilot will use information provided on the website www.saferinternet.at which was created with support from several governmental departments, telecommunication providers, software companies, and associations. The webpage seeks to give children, youths, parents, teachers and other interested parties tips and support to highlight and avoid risks when using the Internet, while at the same time illustrates the positive aspects of Internet use.

4.3.1.3 Selection process

The participants for the pilot shall be selected from the youngsters (both boys and girls) visiting one of the three youth centres involved in the project more or less regularly. The age-range shall be 13 to 19 years, the lower threshold being the minimum age for joining the most common Social Network platforms and the upper threshold being the age limit for visiting the youth centres.

The youth workers will speak to youngsters who have shown a certain amount of “reliability” and thus are likely to stay with the project to the end. They will be presented with the project goals and the work planned and asked for participation (informed consent).

Participation in the pilot project shall under no circumstances be forced but only happen at the participants’ own free will.

4.3.1.4 Informed consent

The Austrian pilot in principle uses the Informed Consent Form template available throughout the project. To make the form applicable to the pilot a translation to German and some adaptations to the legal situation in Austria are necessary. The translation was done with feedback from the VJZ youth workers so plain text can be given to the youngsters.

The form used can be found in Annex XI (cf. 7.9, page 42)

4.4 SHMU

4.4.1 Main issues

Shmu will use the same ethical policies for its Incluso activities that it currently uses for all its other youth and community work. It will add to these guidelines when the various Incluso online activities require it.

4.4.2 Consent and Child Protection

It is the policy of our organisation to insist that all project participants under the age of 16 ask their parent/guardian to complete a 'child consent form' which seeks permission for the child to participate in project activities, asks about health issues, gives permission for the recording of interviews/video/photography etc.

This is already done with young people who interact with the shmu organisation. For the purposes of the Incluso project, a comprehensive consent form has been designed which must be signed by over 16 themselves and by the parent or guardian of under 16s. This form addresses the unique issues which arise through working online.

This is basically the same Informed Consent Form that has been adopted by all Incluso research partners (cf. 7.4, page 30. Parents / guardians and over 16s are approving the project goals, and giving permission for shmu to use photos and videos for promotion purposes. They are also agreeing to the code of conduct and terms of personal data storage.

4.4.3 Data Protection and Information Security

The young person and / or parent are given both a cover letter explaining the objectives of the Incluso project and a copy of the informed consent form. They can refer to this when they have concerns about involvement with the project. The other copy of the consent form is kept in a safe place at shmu premises.

It is part of established Incluso workflows and structures that anonymity is preserved where individuals ask for it. There is also a clear undertaking that anyone who signs up to take part may withdraw from the project at any point.

Publication of user generated videos, pictures and other content is moderated so that individuals' privacy rights are preserved. Discussion among staff and young people is the means by which solutions are arrived at, but staff have the ultimate sanction to remove any content deemed inappropriate.

Our guarantee of anonymity for participants in final reports which summarise data collected using questionnaires is set out in the informed consent form.

4.4.4 Site Moderation

Moderation structures among shmu staff are in place to oversee all Incluso sites. Team members are looking out for a range of behaviours and activities which could be considered

inappropriate: bullying, bad language, threats, content of a sexual nature, racist remarks and so on. Team members check for anything which appears in the Code of Conduct – which is included in the Informed Consent Form and also as a separate page on the website as well. Any transgressions are dealt with swiftly to protect minors.

4.4.5 Copyright Protection

Staff are educated in basic copyright issues and are vigilant to spot any infringements by users of Incluso sites. These are highlighted during training sessions with young people and staff, who offer alternative locations for finding appropriately licensed video and audio. Staff will remove material which is not appropriately licensed or which has no permission for use.

5 Extra actions

5.1.1 Legislation is lacking behind

Formal legislation does not tell us a lot about the responsibilities of organisations towards the youngsters (minors). Legal advice will be needed to clear out some questions that already came up as:

Who is responsible if a youngster commits illegal activities and did this with aid of tools that were provided by the organisation?

For youngsters falling under the special child protection laws (Belgium) specific rules define that no information what so ever can be passed on. What to do with on-line participation in social networks where pictures, video and identity can easily be linked to the child protection organisation?

In Belgium contacts therefore have been initiated with:

- ICRI - Interdisciplinary Centre for Law and ICT (Prof. J. Dumortier)
- Child Focus
- Federal Computer Crime Unit.

Reports (in Dutch) about these meetings are available from the authors.

5.1.2 Computer and Network security

Although this aspect is definitely not in the focus of the Incluso project, interesting information was collected through our focus groups and from other professional contacts.

A research topic, currently studied at both Cambridge and Leuven universities (COSIC) is the way user profiles on social networks, such as MySpace, Facebook and Netlog, are linked with each other. Often friends of friends can be named which permits automatic crawling software to produce link maps of large user groups. Leuven research already proved that quite a lot of social network users are actually *virtual*, they are computers, web spiders or spam bots trying to become “friends” of people that provide some specific information about themselves.

Another recent phenomenon is the creation by good-willing groups of special social software sites for small children. Research at Cambridge University found out that the content of these sites probably can be kept “cleaner” but that they often lack the basic security implementations that all big providers do have at this moment.

Security aspects are followed up within INCLUSO by the author (Jan Engelen) who can rely on very specialised experts from K.U.Leuven's COSIC unit.

More background reading at:

- <http://www.lightbluetouchpaper.org/2008/12/12/think-of-the-children/>
- ENISA homepage: http://www.enisa.europa.eu/pages/01_02.htm
- <http://www.dzieckowsieci.pl>
- <http://www.sieciaki.pl>
- <http://www.saferinternet.at> & <http://www.saferinternet.org>

6 Data protection issues

At four different pilot sites (Vienna [AT], Aberdeen [UK], Krakow [PL] and Brussels [BE]), youngsters will be contacted (as well as their parents as most of them are minors) to collaborate by using social software applications. Getting information from the youngsters involves data collection and therefore data protection. This paragraph also constitutes an answer to recommendation 8 issued by during the Incluso project review of March 2, 2009.

Privacy aspects for Incluso related data collection is under the supervision of the Dutch partner **Verweij-Jonker** (researcher in charge: Freek de Jonge) as they produce the Incluso measurement instrument.

They do this in full conformity with the Dutch data protection law (VBO) following strict ISO procedures. Their code of conduct (in Dutch) can be found in Annex VIII.

7 Annexes

7.1 *Annex I: Informed Consent Procedure for Expert Focus Groups B1 - B3*

Proposal P6 TUW, 2008-10-23 –

7.1.1 General

This document describes the Informed Consent Procedure for the Expert Focus Groups B1, B2 and B3. Please note that the procedure for Focus Group B4 (youngsters) will be different (cf. Annex II).

All the participants in the Focus Groups are experts in their respective area of work and the questions and discussions in the Focus Groups are related to their professional experience and knowledge. No private and/or personal aspects shall and will be touched.

7.1.2 Preparation

A short description about the content and the goals of the project shall be given when inviting potential participants. Information about the procedure that will be followed during the meeting will be provided as well as names and addresses of contact persons.

This has already been done by the partners if they have used the invitation text sent out by Netlog (or a similar one).

Once the invited participants have accepted the invitation, they can be considered to have given their initial consent to participation.

7.1.3 Procedure for obtaining informed consent in the focus groups

The following list of actions needs to be taken to obtain an informed consent from the participants:

Verbal description of the contents and goals of the project.

Verbal description of the procedure and goal of the meeting.

Explicitly point out that the meeting will be audio and/or videotaped. Ask if everyone is in agreement.

The recorded session and any transcribed text are kept confidential by the project partner who organizes the meeting. Only staff working in this project has access to this data.

Any information from the meeting that is given other project partners is to be anonymized. Only anonymous data will be used for project work and in publications.

“Are there any questions?”

Any participant who feels uncomfortable or does not agree on the procedure or goals of the meeting is free to leave.

Ask for the consent of the participants.

For video conference meetings the consent of the participants has to be noted in the meeting protocol together with the names of the participants. For face-to-face meetings each participant should sign the statement below.

7.1.4 Consent Form

INCLUSO

Social Software for inclusion of (marginalized) young people

Focus Group Meeting on **date** at **partner name and place**. Contact person: **name**.

I do agree with the following:

The content and goal of the project as well as the procedure for and the goal of the Focus Group meeting have been explained. The meeting will be audio and/or videotaped, the recorded session and transcribed text will be kept confidential by the INCLUSO project partner **name**. Any data resulting from this meeting given to other INCLUSO project partners for use in the project and for publication will be anonymized. I do understand that any participant can leave the meeting anytime without providing a reason.

Participant Name	Signature

7.2 Annex II: Focus group consent procedure and forms (B4, with direct involvement of youngsters)

Proposal P6 TUW, 2008-12-17

7.2.1 General

This document describes the Informed Consent Procedure for the B4 Focus Groups. Please note that the procedure for Focus Groups B1 to B3 is slightly different and can be found in a separate document (Annex I).

The participants in the B4 Focus Groups are youngsters and it may not be expected that they have any knowledge or experience in any area covered by the project.

7.2.2 Preparation

A short description about the content and the goals of the project shall be given when inviting potential participants. Information about the procedure that will be followed during the meeting will be provided as well as names and addresses of contact persons. For this description an “easy” language shall be used that the youngsters are able to understand. It is important, however, to avoid creating a childish or patronising impression.

Once the invited participants have accepted the invitation, they can be considered to have given their initial consent to participation.

7.2.3 Procedure for obtaining informed consent in the focus groups

The following list of actions needs to be taken to obtain an informed consent from the participants:

Verbal description of the contents and goals of the project (see “easy” language above).

Verbal description of the procedure and goal of the meeting (see “easy” language above).

Explicitly point out that the meeting will be audio and/or videotaped. Ask if everyone is in agreement.

The recorded session and any transcribed text are kept confidential by the project partner who organizes the meeting. Only staff working in this project has access to this data.

Any information from the meeting that is given other project partners is to be anonymised. Only anonymous data will be used for project work and in publications.

“Are there any questions?”

Any participant who feels uncomfortable or does not agree on the procedure or goals of the meeting is free to leave without any negative consequences.

Ask for the consent of the participants.

Depending on the legal demands in the different countries for working with youngsters it may be necessary to fulfil some additional preconditions. Each partner has to check for these conditions and follow the rules for the respective country.

Each participant should sign the following statement. If the youngsters are below a certain age it may be necessary to obtain the signature of a coach/legal representative (age limit depends on the legal situation in the partner country).

7.2.4 Consent Form

INCLUSO

Social Software for inclusion of (marginalized) young people

Focus Group Meeting on **date** at **partner name and place**. Contact person: **name**.

I agree with the following:

The content and goal of the project as well as the procedure for and the goal of the Focus Group meeting have been explained. The meeting will be audio and/or videotaped, the recorded session and transcribed text will be kept confidential by the INCLUSO project partner **name**. Any data resulting from this meeting given to other INCLUSO project partners for use in the project and for publication will be anonymised. Any participant can leave the meeting anytime without providing a reason. **(Please fill in additional legal demands here)**

Participant Name	Signatures
	youngster: legal representative:
	youngster: legal representative:
	youngster: legal representative:
	youngster: legal representative:
	youngster: legal representative:
	youngster: legal representative:
	youngster: legal representative:
	youngster: legal representative:

7.3 Annex III: Tonuso pilot - informed consent form (Dutch version)

Doel

Incluso onderzoekt of internet jongeren kan helpen om meer en beter deel te nemen aan de maatschappij. Om dat uit te zoeken, werkt Incluso samen met <deelwerking>.

<deelwerking> wil samen met <naam deelnemer> internet gebruiken. Samen willen we uitzoeken of dit <naam deelnemer> kan helpen om meer deel te nemen aan de maatschappij.

Incluso is een project van twee jaar. Het is gestart op 1 september 2008. Het stopt op 31 augustus 2010.

Optie 1: (residentieel) Toegang tot internet

<naam deelnemer> krijgt in <deelwerking> toegang tot het internet. De begeleiding van <deelwerking> zal samen met <naam deelnemer> afspraken maken over wanneer en hoe <naam deelnemer> op het internet kan <naam deelnemer> zal zich aan deze afspraken houden.

Optie 2: (ambulante) De computer en internet

<naam deelnemer> krijgt een computer. Het is geen nieuwe computer. <naam deelnemer> mag de computer mee naar huis nemen. Voor de computer moet goed gezorgd worden. Hij mag niet beschadigd worden. Hij moet op een veilige plaats staan zodat hij niet gestolen wordt.

Als er met de computer een probleem is, moet <naam deelnemer> dat melden aan <contactpersoon> van <deelwerking>.

Als de deelnemer mee doet tot 31 augustus 2010, dan mag hij de computer houden. Als <naam deelnemer> vroeger stopt met het project 'Incluso', dan moet hij de computer teruggeven aan <deelwerking>.

<naam deelnemer> krijgt een internetmodem voor 1 jaar. Daardoor kan <deelnemer> met de computer op het internet. Het abonnement kost ongeveer 20 Euro per maand. De kosten worden betaald door Incluso. <naam deelnemer> of de ouders moeten niets betalen.

Het abonnement voor de modem start op <datum1> en eindigt op <datum2>. Nadien worden de kosten voor het abonnement niet meer betaald door Incluso. <naam deelnemer> is niet verplicht om het abonnement te verlengen.

Begeleiding

<contactpersoon> zal instaan voor begeleiding. <deelnemer> kan op elk moment terecht bij <contactpersoon> met alle vragen of problemen.

Wil je stoppen met Incluso?

<naam deelnemer> mag op elk moment stoppen met Incluso. Als <naam deelnemer> wil stoppen dan laat hij/zij dat weten aan <contactpersoon>. Als <naam deelnemer> vroeger stopt dan moet hij de computer en de modem terug geven.

Gedragsregels

Om iedereen plezier te laten beleven aan Incluso, moet je je minstens aan enkele regels houden. Volgende daden zijn verboden en kunnen vervolgd worden:

* Racisme, xenofobie, negationisme en discriminatie (kan leiden tot gevangenisstraffen)
Op Netlog is bijvoorbeeld het volgende verboden: racistische uitlatingen, homohaat propageren, een nazistisch beeld als foto plaatsen of vreemdelingen beledigen.

* Openbare zedenschennis, publiceren van pornografische afbeeldingen, pedofilie en het publiek aanbieden van prostitutie- of escortdiensten en impliciet of expliciet uitnodigen tot activiteiten van seksuele aard.

Het is dus verboden om pornografische of overdreven erotische foto's te uploaden of overdreven erotische teksten te plaatsen. Ook uitnodigen tot seksuele activiteiten is niet toegelaten (zowel publiek als via privéberichten). Humoristische of karikaturale afbeeldingen kunnen hier in sommige gevallen een uitzondering op zijn, zolang het humoristische karakter de bovenhand haalt.

* Laster, eerroof, stalking, beledigingen, misbruik van de naam of de beeltenis, misbruik van vertrouwen, etc. zijn bij wet verboden en strafbaar gesteld als klachtmisdrijven. Scheldpartijen, grove beledigingen, het misbruiken van andermans naam of foto, lasterlijke en eerrovende praktijken zijn dus ook op Netlog verboden.

Het is strikt verboden om boodschappen of beelden waar dan ook op de site te plaatsen met een inhoud die schadelijk, bedreigend, misleidend, lasterlijk, haatdragend, agressief, racistisch, vulgair, denigrerend, onbehoorlijk, aanstootgevend, beledigend, gewelddadig, obscene of pornografisch is.

Het is eveneens verboden om de site te gebruiken voor puur politieke, religieuze of commerciële doeleinden. Verwijzingen naar politieke partijen en het plaatsen van vlaggen zal dan ook bestraft worden indien er duidelijk politieke of opruiende bedoelingen achter schuilgaan. Discussies over politieke/religieuze standpunten kunnen wel, zolang deze niet ontaarden.

* Schending van de intellectuele eigendommen

Je mag alleen inhoud (foto's, teksten, filmpjes, etc...) voor publicatie aanbieden wanneer die inhoud jouw eigendom is. Publiceer je toch foto's of tekst waarvan je niet over de benodigde rechten beschikt, dan kunnen de Incluso partners hiervoor niet verantwoordelijk gesteld worden. Incluso zal wel reageren met sancties wanneer ze op de hoogte gesteld wordt van dit misbruik.

* Storen van de openbare orde op de website houdt in dat onder meer spamming, stemmenronseling, het sturen van ongevraagde reclame of kettingbrieven, via private of publieke berichten of uitingen, het veelvuldig onrechtmatig herladen van pagina's, flooding of het plaatsen van overdreven lange teksten, enz. vervolgd kan worden. **VERTOON DUS GEEN GEDRAG DAT ONGEPAST OF SCHADELIJK VOOR DE ANDERE GEBRUIKERS OF VOOR INCLUSO IS.**

* Hacken of poging tot hacken van Netlog of van de account van een Netlog gebruiker is uiterst strafbaar. In dit geval halen wij er zonder uitzondering, ook bij minderjarigen, onmiddellijk de politie bij. Je riskeert een gevangenisstraf of zware boete.

* Beste <naam deelnemer> naast al deze waarschuwingen die noodzakelijk zijn hopen we op een goede samenwerking en een leerrijke periode voor u en voor ons. We hopen tegen het einde van het project op goede resultaten en hopen dat het een fijne samenwerking was. We willen je alvast bedanken voor uw initiatief om te willen meewerken aan het project 'Incluso'.

Akkoord

<naam deelnemer> is minderjarig. Daarom vraagt Incluso toestemming aan de ouders (of voogd) om <naam deelnemer> te laten deelnemen aan Incluso.

Ik ben akkoord met al deze afspraken.

Naam: (ouder of voogd van <naam deelnemer>)

Voornaam:

Handtekening.

7.4 Annex IV: All INCLUSO pilots - informed consent form (template)

Introductory remark:

As the specific actions in the four pilots are different, this informed consent form is a generic one and is to be adapted for the concrete situation in the pilot by choosing the appropriate options.

Following abbreviations are used:

<name participant> : Youngster, taking part in the pilot.

<name partner>: Incluso partner or the dependent organisation that the youngster knows about

<contact person>: person the youngster should contact in case of problems with the computer or other questions relating to the project

Incluso Informed Consent

Goals

Incluso examines whether the Internet can help young people to create more and better participation in society. In <country>, Incluso works with <name partner as known to participant>.

<name partner> together with <name participant> will work on the Internet. Together we want to find out whether this can support <name participant> to increase participation in society.

Incluso is project with a duration of two years. It started on September 1, 2008. It stops on 31 August, 2010.

Option 1: Internet access

<name participant> gets access to the Internet which is provided by <name partner>. The staff of <name partner> will work with <name participant> and agree on when and how <name participant> gets access to the Internet. <name participant> will keep these agreements.

Option 2: The computer

<name participant> gets a computer. It is <not> a new computer. <name participant> can take the computer home. The computer may not be damaged. The computer must be stored in a safe place so it is not stolen.

If there is a problem with the computer, <name participant> shall notify <contact person> of <name partner>.

If the participant stays in the project till August 31, 2010, he can keep the computer. If <name participant> steps out of the "Incluso-project", then the computer is returned to <name partner>.

Option 3: Internet access through modem

<name participant> gets an Internet modem for 1 year. This way, <name participant> can access the Internet with the computer. The subscription cost is about <cost in Euro> per Month. This cost is paid by Incluso. <name participant> or his/her parents do not have to pay.

The subscription for the modem access starts on <date1> and ends on <date2>. Thereafter, Incluso does not pay anymore the cost of the subscription. <name participant> is not required to continue the subscription.

Option 4 : Internet access through WIFI

<name participant> will get a username and password to access the WIFI network. No costs will be charged.

Option 5: Internet access on location

<name participant> will get free internet access at the premises of <name partner>.

Option 6: Personal data storage

Personal information will be recorded through online questionnaires. The purpose of these questionnaires is to evaluate the evolution in social inclusion of the candidates.

This information will not be passed on to anybody outside the Incluso partnership.

The information will be stored on an Internet server that collects the online questionnaires. The information on this server will only be accessible by one of the Incluso partners, the Verwey Jonker Instituut.

The data will not be kept after conclusion of the Incluso project.

Option 7: video and photo materials

Video and photo materials can include images of the <name participant>. These video and photo materials can be used by Incluso to promote the project on public forums, conferences, on-line public websites. <name participant> grants Incluso the right to use these materials.

Incluso will remove any photo of video material from public forums on simple request of <name participant>.

Guidance

<contact person> will provide guidance. < name participant> may at any time contact <contact person> with any questions or problems.

Do you want to stop collaborating with Incluso?

<name participant> may at any time stop his/her participation in Incluso. If <name participant> wants to stop, then he/she informs <contact person>.

Facultative: If <name participant> leaves the Incluso project before the end then the computer and the modem shall be returned.

Code of Conduct

We want everyone to enjoy Incluso as much as possible. This is why we have some rules for all users to follow:

Racism and discrimination. Racist remarks, discrimination of sexual preferences, publishing racist pictures or insulting foreigners are forbidden.

Sexual pictures, vulgar behaviour, pedophilia, offering prostitution and sending invitations for sexual activities are not permitted.

Uploading pornographic or sexually suggestive pictures/texts is forbidden. Invitations for sexual activities in public or by private messages are also not allowed.

Bullying, stalking, insults, abusing someone's name or picture are punishable by law and not allowed.

Posting death threats or any other damaging messages is strictly forbidden.

Incluso can not be used for political, religious or advertising purposes.

Violation of intellectual property rights or copyright are not allowed

You can only publish text and pictures that are yours. Publishing a picture that is taken straight from somebody's account without their consent, is stealing the picture.

Disturbing the public order on a website by posting chain letters or sending spam and messages that have been uncalled for is not allowed.

(Trying to) hack(ing) the account of others is not allowed.

DON'T BEHAVE IN A WAY THAT IS INAPPROPRIATE OR ABUSIVE TOWARDS OTHER USERS.

.

Agreement

If <name participant> is minor, Incluso is asking permission from the parents (or legal representative) of <name participant> to participate in Incluso.

"Dear <name participant>, in addition to all these warnings, we hope for a good cooperation and a learning period for you and for us. We hope for good results by the end of the project and hope that the cooperation is fine. We want to thank you in advance for your willingness to contribute to the "project Incluso."

I agree with all these arrangements.

Both parties get a copy of this Informed Consent form.

Name: (<name participant>, parent or legal representative of <name participant>)

First Name:

Signature:

Date:

Name: <contact person>

Organisation: <partner>

Signature:

Date:

7.5 Annex V: Ethical approval by the Flemish Welfare Organisation (Vlaams Welzijnsverbond) [Belgium]



Ethische Commissie
27 april 2009

Advies Europees Onderzoeksproject INCLUSO – 93ICT-2007.7.2 - 224044

De Ethische Commissie van het Vlaams Welzijnsverbond vzw, met zetel te Brussel, heeft tijdens haar plenaire vergadering van 26 maart 2009 en tijdens de bureauvergadering van 23 april 2009 de volgende documenten besproken: *INCLUSO projectbeschrijving*; *Ethical Issues Report* (v 1.5). Beide documenten behoren tot het onderzoeksproject INCLUSO in het kader van het *Seventh Framework Programme* van de *E.U.* Op basis van deze gegevens komt de Ethische Commissie tot een advies.

1. Algemene opmerkingen

1.1. De commissie beschrijft het ethisch kader waarin het onderzoek kan plaatsvinden. Het ethisch kader zoals voorgesteld door de indieners van het INCLUSO project wordt als correct aanzien. De ethische commissie verwacht wel uitdrukkelijk van de projectpartners dat er een permanente expertengroep opgericht wordt die dit kader en zijn uitvoering toetst op ethische aanvaardbaarheid tijdens de opeenvolgende fasen van het onderzoek.

1.2. De commissie vraagt de doelstelling van het project: 'sociale inclusie bevorderen', preciezer en concreter te omschrijven.

- Welke vorm van inclusie wenst men te realiseren?
 - dat de deelnemer meer informatie inwint;
 - dat de deelnemer interactief participeert in virtuele ruimtes;
 - dat de deelnemer zelf initiatieven neemt;
 - dat de deelnemer uiteindelijk anderen daadwerkelijk in een maatschappelijke context ontmoet, al dan niet in een sociale vereniging of groepering?
- Hoe wordt bij de omschrijving van inclusie rekening gehouden met de eigenheid van het milieu van de jongere?
- Zal het gebruik van sociale software een invloed hebben op andere gezinsleden? Hoe zal daarmee worden omgegaan?
- Welke vorm van inclusie zal de jongere helpen in zijn persoonlijkheidsontwikkeling?

De antwoorden op deze vragen zullen slechts in de loop van het onderzoek kunnen worden gegeven. Het is de taak van de in 1.1. vermelde expertengroep om de antwoorden dan ook systematisch ethisch te toetsen.

1.3. Tijdens het onderzoek dienen de volgende ethische principes in acht te worden genomen:

- Informed consent
- Bescherming van de privacy
- Respecteren van het beroepsgeheim
- Afweging van risico en voordeel van de deelnemer

bijzondere jeugdbijstand • gehandicaptenzorg • gezinsondersteuning • kinderopvang • vrijwilligerswerk

Deze principes vormen het ethisch kader van het onderzoek.

2. *Informed consent*

2.1. De commissie stemt in met de voorgestelde informed consentprocedure (cf. *Ethical Issues Report*, p. 8-9). De suggestie om met een beperkt informed consentformulier te starten is aanvaardbaar indien van die gelegenheid expliciet gebruik wordt gemaakt om met de jongeren de discussie aan te gaan over de 'code of conduct', privacy en de voordelen en risico's van internetgebruik.

2.2. De commissie stemt in met de voorgestelde informed consentprocedure voor de respectievelijke Expert Focus Groups (*Ethical Issues Report*, Annexes I & II).

2.3. De commissie stemt in met het voorgestelde informed consentformulier (*Ethical Issues Report*, Annexes IV). Bij de voorstelling van het formulier dient bijzondere aandacht te worden besteed aan de 'code of conduct', privacy en de voordelen en risico's van internetgebruik.

3. *Bescherming van de privacy*

De privacy van de deelnemers dient te worden beschermd overeenkomstig de geldende rechtsregels van de betrokken lidstaten. De commissie deelt de bezorgdheid over de kwetsbaarheid van jongeren. Dit geldt des te meer voor sociaal uitgesloten jongeren en in het bijzonder wanneer zij zich op het internet begeven. Grote verantwoordelijkheid berust bij de begeleiders (contact persons) van de deelnemers.

4. *Beroepsgeheim*

4.1.

De begeleiders (contact persons) en al degenen die bij de uitvoering van het onderzoek betrokken zijn, zijn gebonden aan het (gedeelte) beroepsgeheim. De begeleiders (contact persons) trachten een professionele vertrouwensrelatie met de deelnemers op te bouwen en te onderhouden.

4.2.

Men dient er op toe te zien dat er een eenduidige demarcatie is tussen het gebruik van professionele en privé-accounts. Duidelijk moet worden gesteld via welke account(s) valide data voor het onderzoek kunnen worden verkregen.

5. *Afweging risico en voordeel*

5.1.

De deelnemers moeten worden geïnformeerd over de risico's en voordelen van het internetgebruik.

5.2.

De deelnemers moeten worden geïnformeerd over de risico's en voordelen van deelname aan het onderzoeksproject. Dit geldt in het bijzonder voor uitgesloten jongeren.

5.3.

Per deelnemer moet een inschatting worden gemaakt van de mogelijke invloeden van het onderzoek op het milieu van de jongere (ouders, gezin, et cetera).

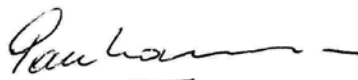
5.4.

Per deelnemer moet een inschatting worden gemaakt van de risico's en voordelen van het onderzoek met betrekking tot de persoonlijkheidsontwikkeling van de jongere (in welke mate moeten zij ook tegen zichzelf worden beschermd?)

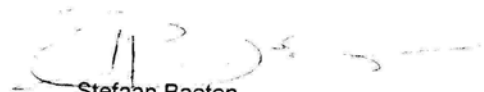
6. Slotbeschouwing

De commissie onderstreept de verantwoordelijkheid die de begeleiders (contact persons) dragen. Een frequente en open rapportering is een vereiste om het project onder de gestelde ethische principes te laten verlopen. Er is dan ook een belangrijke rol weggelegd voor de expertengroep (zoals vermeld in 1.1.). Deze zal er op toezien of de praktische ontwikkelingen tijdens het verloop van het onderzoek aan het geschetste ethisch kader beantwoorden. Indien dit niet het geval is zal ze richtlijnen geven om het proces bij te sturen.

Namens de Ethische Commissie



Paulus Van Bortel
ethicus


Stefaan Baeten
voorzitter

7.6 Annex VI: Ethical approval by Kath. Univ. Leuven's Ethical Commission [Belgium]

COMMISSIE MEDISCHE ETHIEK VAN DE UNIVERSITAIRE ZIEKENHUIZEN KULEUVEN
U.Z. GASTHUISBERG E330
HERESTRAAT 49
B-3000 LEUVEN (BELGIUM)

Professor Mia Leijssen
Faculteit Psychologie en Pedagogische Wetenschappen
Tiensestraat 102
3000 Leuven



KATHOLIEKE
UNIVERSITEIT
LEUVEN

ONS KENMERK ML5818
LEUVEN, 18 juni 2009

Belgisch nummer : B32220096516

INCLUSO.

Geachte Collega,

Voor het experiment "INCLUSO", supervisor Prof. J. Engelen, verleent de Commissie Medische Ethiek van de Universitaire Ziekenhuizen KULeuven een attest van goedkeuring, conform de wet van 7 mei 2004, en registreert deze studie als monocentrisch, academisch, met ML nummer ML5818.

In afwachting van een regeling waarbij we de wet van 7 mei 2004 (aangaande experimenten op de menselijke persoon), de wet van 8 december 1992 (aangaande bescherming van de persoonlijke levenssfeer, ten opzicht van de verwerking van persoonsgegevens) en de richtlijnen voor Good Clinical Practice (GCP) eenvormig toepassen, verleent de Commissie voor Medische Ethiek van de Universitaire Ziekenhuizen/K.U.Leuven voor volgende studie een attest van goedkeuring, conform de wet van 7 mei 2004 en registreert deze studie als monocentrisch academisch.

Met collegiale groeten,



Prof. J. Vermeylen
Voorzitter ad interim
Commissie Medische Ethiek van de UZ KULeuven

UZ LEUVEN
COMMISSIE VOOR MEDISCHE ETHIEK
KLINISCH ONDERZOEK

Cc :
Prof. J. Engelen
Dept. Electrotechniek ESAT SCD
Onderzoeksgroep Documentarchitecturen
Kasteelpark Arenberg 10 – bus 2442
3001 Heverlee

SECRETARIAAT: Monique LEYS Narcisse DEKAMP Diane VAN MOLL
Tel. +32-16 34 86 00 Tel. +32-16 34 86 02 FAX +32-16-34.86.01 e-mail: ec@uzleuven.be www.uzleuven.be/ec

Formulier Ethische Commissie

Gelieve de vragenlijst zo volledig mogelijk te beantwoorden. Onvolledigheid of onduidelijkheid kan leiden tot vertraging in de aanvraagprocedure. Voor elk project een apart formulier gebruiken. De ondertekende aanvraagformulieren via de post EN per mail sturen naar: Mia Leijssen, Faculteit PPW, Tiensestraat 102, 3000 Leuven. mia.leijssen@psy.kuleuven.be

Datum van aanvraag: 10 april 2009
Naam van de onderzoeker: Jan Engelen
Naam van de supervisor: idem
Titel van het project: INCLUSO
Bijlage: bij dit formulier hoort het "Incluso Ethical Report v.1.5"
Korte beschrijving (max. 10 lijnen) van het project:

Het Europese INCLUSO project wordt uitgevoerd in de periode sept. 2008 tot sept. 2010 door een consortium met partners uit België, Nederland, Schotland, Oostenrijk en Polen. Het wordt geleid door de K.U.Leuven en de Associatiepartners KHKempen en KHMechelen (Memori).

INCLUSO wil een controleerbaar bewijs leveren dat ICT en meer bepaald sociale softwarehulpmiddelen de sociale inclusie van uitgesloten jonge mensen kunnen bevorderen. INCLUSO zal suggesties doen voor toekomstig onderzoek en ontwikkeling. Daarvoor baseert INCLUSO zich op :

- desk research & input van deskundigen,
- proefprojecten in 4 landen,
- de ontwikkeling van een meetinstrument om de evolutie van sociale inclusie/uitsluiting te screenen,
- de ontwikkeling van een bedrijfs- en voortzettingsmodel voor organisaties die met ICT willen werken op het gebied van sociale inclusie.

Verdere info op: www.incluso.org & incluso.ning.com

Advies (voorbehouden aan de Ethische Commissie):

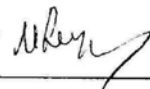
gunstig gunstig mits aanpassingen ongunstig

datum

14 Mei 2009

Commentaar en opmerkingen:

De Voorzitter



Betreffende de **proefpersonen**

Leeftijd:

12 tot 18 jaar

Specifieke karakteristieken:

jongeren in bijzondere opvoedingssituaties (dagbegeleiding, residentieel, ernstige armoede)

Hoe worden proefpersonen gekozen/geselecteerd voor deelname?

Binnen de 4 pilootprojecten worden vrijwilligers gevraagd om aan het onderzoek deel te nemen.

Hoe is de algemene (fysische, psychische) gezondheidstoestand van de proefpersonen?
Normaal

Betreffende de procedure

Wat dienen de proefpersonen te doen of welk gedrag van de proefpersonen wordt er geobserveerd?

De proefpersonen krijgen toegang tot sociale softwaresystemen die door de projectpartners opgezet worden. Hierbij wordt hun "sociale inclusie" (*) gemeten bij het begin van het pilootproject, tussentijds en bij het einde ervan.

(*)gedefinieerd in verschillende documenten o.m. ism met KHM-Memori en het Verweij-Jonker instituut

Is het voor de proefpersoon op een of andere manier interessant om deel te nemen aan het onderzoek? Specificeer hierbij wat de proefpersoon er eventueel kan uit leren of welk voordeel hij of zij erbij heeft.

Kinderen die toegang tot deze sociale softwareplatformen (in België: Netlog) verwerven hierbij toegang tot bijzondere informatie (o.m. voor hun groepswerking) maar ook tot de algemene informatie die via internet beschikbaar is. Hen wordt ook geleerd om te gaan met privacy op het net en met informatieve websites zoals deze van de VDAB.

Wat is het nut, de mogelijke betekenis, de zin van dit project voor een grotere groep of voor de samenleving?

De pilootacties in het Inluso project laten toe te concluderen of het gebruik van sociale software de zelfredzaamheid en de integratie van jongeren in probleemsituaties kan verhogen. Indien de resultaten positief zijn, zullen andere groepen via het "Whitebook" van de ervaringen van de projectpartners gebruik kunnen maken. Hierin zullen overigens ook elementen aangehaald worden die de duurzaamheid van dit soort projecten mogelijk maken.

Betreffende informed consent

(voor proefpersonen onder 16 jaar geldt het informed consent voor de kinderen én de ouders of plaatsvervaarders van de ouders)

Welke informatie krijgen de proefpersonen?

Het project wordt hen, in een taal op het niveau van hun leeftijd, uitgebreid toegelicht

Hoe wordt de informatie gegeven?

Dit gebeurt binnen vergaderingen met deze jongeren, georganiseerd door hun begeleiders. De begeleiders op hun beurt worden geïnformeerd door de projectpartners, aangevuld met specialisten o.m. in privacyrecht (Prof. Dumortier heeft dit bij de Belgische partner Tonuso persoonlijk op zich genomen)

Wanneer en hoe wordt er geïnformeerde toestemming gevraagd? (Bijgevoegd **Model 'Geïnformeerde toestemming'** kan eventueel door de onderzoeker gebruikt worden en aangepast worden aan het concrete project.)

Voor de jongeren van Tonuso werd het formulier in Annex V (nederlandstalige versie) van het "Ethical report v.1.5" gebruikt. De Engelstalige versie (Annex VI) wordt als model voor de andere projectpartners gebruikt (in lokale vertaling).

Betreffende misleiding

Wordt er misleiding gebruikt? Zo ja, waarom is dit nodig?

Neen

Wat is de aard van de misleiding?

n.v.t.

Wanneer en hoe worden de proefpersonen ingelicht over de misleiding?

n.v.t.

Betreffende apparatuur en meetinstrumenten

Indien er apparaten of elektrische toestellen worden gebruikt, hoe wordt de controle op de veiligheid uitgevoerd?

n.v.t.

Welke testen worden er gebruikt?

n.v.t.

Welke informatie krijgen de deelnemers over hun resultaten op die testen?

Er worden geen individuele gegevens aan de deelnemers verstrekt; in de Incluso rapporten worden slechts gemiddelden over groepen vernoemd

Betreffende het beroepsgeheim

Op welke wijze wordt de vertrouwelijkheid van de gegevens gewaarborgd?

De resultaten van de vragenlijsten worden door het Verweij-Jonker instituut ingezameld en door hen via een interne ISO procedure en met respect voor de Nederlandse privacy wet opgeslagen.

Betreffende risico's en ongemakken

Worden de proefpersonen

- in verlegenheid of verwarring gebracht,

neen

- ondervinden zij ongemak of last,

neen

- worden er pijnlijke elementen (fysisch of psychisch) ingebracht?

neen

Zo ja - ook indien het slechts over beperkte schade of ongemak gaat - gelieve in detail te beschrijven waaruit deze zal bestaan.

Op welke wijze krijgen proefpersonen de gelegenheid om uit het onderzoek te stappen indien zij dat wensen?

Deze mogelijkheid staat duidelijk vermeld in de "informed consent"

Zijn er eventueel risico's op langere termijn?

neen

Indien er risico's of ongemakken zijn, waarom is dit nodig?

n.v.t.

Hoe zullen de proefpersonen vergoed worden of compensatie krijgen voor de ondergane risico's?

n.v.t.

Is er opvang nadien?

n.v.t.

Zo ja, in welke vorm?

n.v.t.

7.7 Annex VII: Ethical approval document for Poland (SK)



PTP 54/ZG/10

Warszawa 01.03.2010

Stowarzyszenie „U Siemachy”
ul. Długa 42
31-146 Kraków

ZARZĄD GŁÓWNY 00-183 WARSZAWA, ul. Stawki 5/7
POLSKIE TOWARZYSTWO PSYCHOLOGICZNE
info@psvch.uw.edu.pl http://www.ptp.org.pl tel./fax +48 22 831 13 68 PKO BP S.A. I/O W-wa 45 1020 1013 0000 0002 0002 9058

Opinia

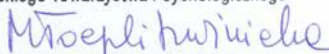
dotycząca projektu INCLUSO "Social software for inclusion of (marginalized) young people"), zatwierdzonego do realizacji przez Komisję Europejską w konkursie EU FP7 Call 2007.7.2 "Accessible and inclusive ICT - Stronger RTD capacity through delivery of proof of concept for ICT solutions facilitating social inclusion of marginalized young people"

Polskie Towarzystwo Psychologiczne po zapoznaniu się z polską częścią europejskiego programu Includo realizowaną przez Stowarzyszenie „U Siemachy” stwierdza, iż spełnia on etyczne kryteria określające zasady pracy z ludźmi, a szczególnie z młodzieżą. Dostosowanie się do etycznych wymogów zagwarantowano przede wszystkim poprzez:

1. Odpowiednie sformułowanie umowy z uczestnikiem programu, także uzyskanie zgody rodziców w przypadku osób niepełnoletnich;
2. Zapewnienie poufności zbieranych od uczestników informacji i zabezpieczenie serwera, na którym są gromadzone;
3. Zapewnienie anonimowości uczestników w raportach podsumowujących dane uzyskane z kwestionariuszy;
4. Zagwarantowano uczestnikom możliwość rezygnacji w dowolnym momencie z udziału w programie.
5. Sformułowanie ogólnych zasad postępowania eksponujących reguły uwzględniające godność człowieka i zasady tolerancji.

Podsumowując można stwierdzić, że internetowa współpraca z młodzieżą w ramach Includo realizuje podstawowe standardy etyczne wymagane od takich programów.

Przewodnicząca
Polskiego Towarzystwa Psychologicznego


dr Małgorzata Toeplitz-Winiewska

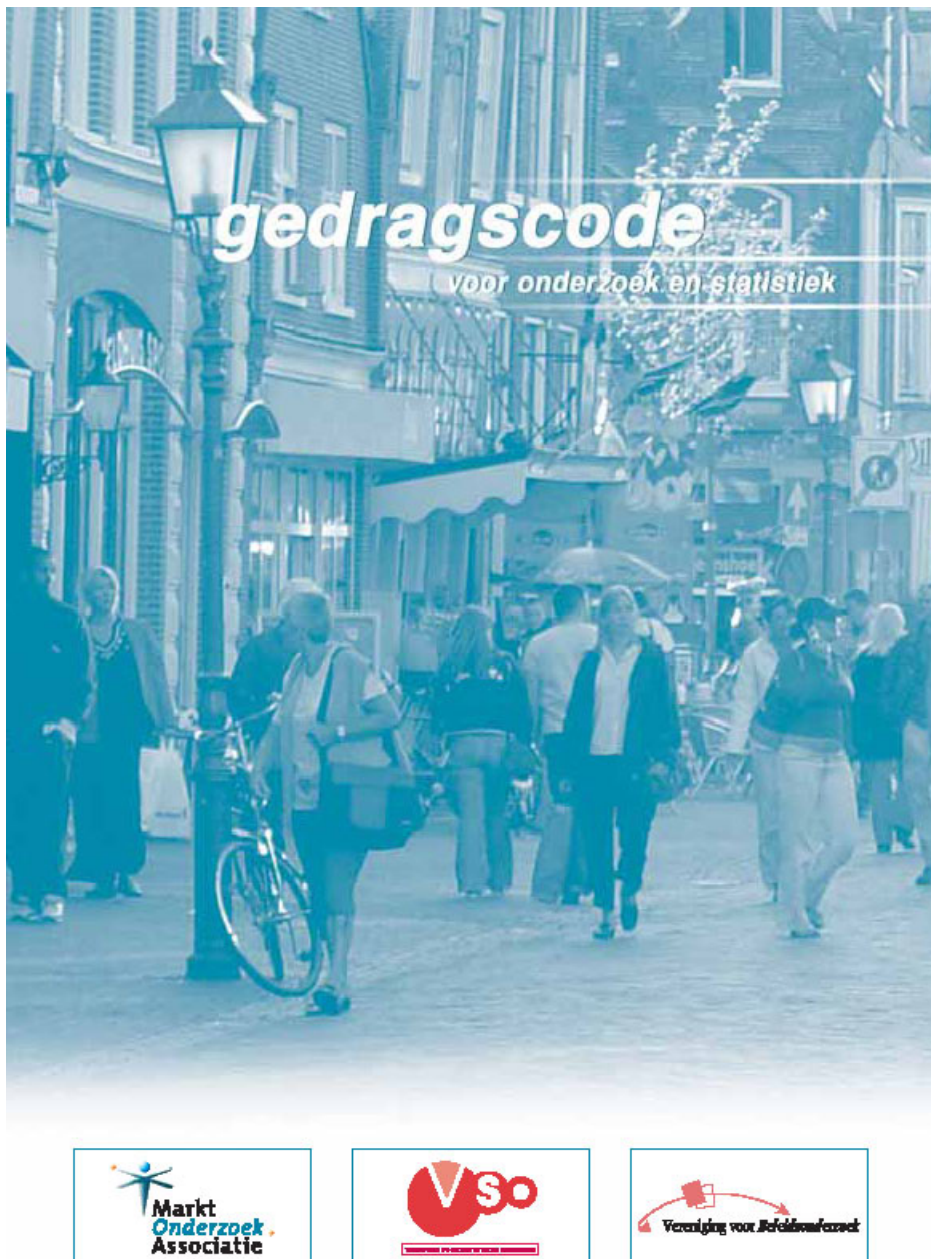
7.8 Annex VIII: Code of Conduct for data security and privacy protection

This is the legal Dutch code of conduct as applicable to the Verwey Jonker institute.

The full document can be downloaded from:

<http://www.beleidsonderzoek.nl/files/157591/1/gedragscode.pdf/>

Its title page follows below:



7.9 Annex IX: TUW/VJZ pilot – Informed consent form (German version)

Name der Teilnehmerin/des Teilnehmers: Teilnehmer/Teilnehmerin

Name der/des Erziehungsberechtigten: Elternname

Name der Kontaktperson: Max Mustermann

Name der Einrichtung: Mustereinrichtung

Einverständniserklärung (Informed Consent) Projekt INCLUSO

Ziele

Das Projekt INCLUSO untersucht, ob das Internet jungen Menschen helfen kann, sich mehr und besser an der Gesellschaft zu beteiligen. In Österreich arbeitet INCLUSO mit dem Verein Wiener Jugendzentren und dessen Einrichtung Mustereinrichtung zusammen.

Mustereinrichtung wird zusammen mit Teilnehmer/Teilnehmerin im Rahmen des Projekts im Internet arbeiten. Gemeinsam wollen wir herausfinden, ob das Teilnehmer/Teilnehmerin helfen kann, besser an der Gesellschaft teilzuhaben.

INCLUSO ist ein zweijähriges Projekt. Der Projektstart war am 1. September 2008, Projektende ist der 31. August 2010.

Internetzugang

Teilnehmer/Teilnehmerin wird vom Verein Wiener Jugendzentren der Zugang zum Internet ermöglicht. Die Mitarbeiterinnen und Mitarbeiter von Mustereinrichtung arbeiten im Rahmen des Projekts mit Teilnehmer/Teilnehmerin, beide Parteien einigen sich darauf, wann und wie Teilnehmer/Teilnehmerin Zugang zum Internet erhält. Teilnehmer/Teilnehmerin wird sich an diese Einigung halten.

Computer/Handy

Sofern Teilnehmer/Teilnehmerin im Rahmen des Projekts Hardware (Netbook oder ähnliches) erhält, so wird darüber eine separate Vereinbarung abgeschlossen.

Internetzugang in der Einrichtung

Teilnehmer/Teilnehmerin erhält im Rahmen des Projekts freien Internetzugang in den Räumlichkeiten von Mustereinrichtung.

Speicherung persönlicher Daten

Im Lauf des Projekts werden mehrmals persönliche Daten mit Hilfe eines Online-Fragebogens erhoben. Dieser Fragebogen dient dazu, die Entwicklung der sozialen Teilhabe der Teilnehmerinnen und Teilnehmer zu evaluieren.

Die Daten stehen ausschließlich innerhalb des INCLUSO Projekts zur Verfügung und werden nicht an Dritte weitergegeben.

Die Informationen werden auf einem Server gespeichert, der die Online-Fragebögen sammelt. Zugang zu diesem Server hat nur der für die Fragebögen verantwortliche Projektpartner Verwey Jonker Instituut (VJI).

Die Daten werden nicht über das Projektende hinaus gespeichert.

Die Daten enthalten weder Name noch Anschrift der Teilnehmerinnen und Teilnehmer und werden nur vollständig anonymisiert verarbeitet.

Audiovisuelles Material

Videos und Fotos, die im Rahmen des Projekts entstehen, können die Abbildung von Teilnehmer/Teilnehmerin enthalten. Diese Videos und Fotos können von INCLUSO zu Informationszwecken über das Projekt in öffentlichen Foren, auf Webseiten oder auf Konferenzen verwendet werden. Teilnehmer/Teilnehmerin gestattet dem Projekt INCLUSO die Verwendung der genannten Materialien.

INCLUSO wird Fotos oder Videos auf einfache Aufforderung durch Teilnehmer/Teilnehmerin und nach technischer Möglichkeit wieder von öffentlichen Foren und Webseiten entfernen.

Anleitung und Beratung

Max Mustermann steht im Rahmen des Projekts für Anleitung und Beratung zur Verfügung. Teilnehmer/Teilnehmerin kann sich mit Fragen und Problemen jederzeit an Max Mustermann wenden.

Beendigung der Teilnahme

Teilnehmer/Teilnehmerin kann zu jedem Zeitpunkt die Teilnahme am Projekt beenden. Wenn keine Teilnahme mehr gewünscht ist, dann soll dieser Umstand Max Mustermann mitgeteilt werden.

Wenn Teilnehmer/Teilnehmerin das Projekt verläßt, dann ist vom Projekt zur Verfügung gestellte Hardware (Netbook oder ähnliches) an das Projekt zurückzugeben.

Verhaltenskodex (Code of Conduct)

Die Teilnahme am Projekt INCLUSO soll für alle Beteiligten so angenehm und erfreulich wie möglich sein. Daher gibt es für alle Teilnehmerinnen und Teilnehmer die folgenden Regeln:

- Rassismus und Diskriminierung: Rassistische Bemerkungen, Diskriminierung von sexuellen Vorlieben, Veröffentlichen von rassistischen Bildern sowie Beleidigungen von ausländischen Mitbürgerinnen und Mitbürgern sind verboten.
- Das Veröffentlichen von Bildern oder Texten sexuellen Inhalts, vulgäres Benehmen, Anbieten von Prostitution sowie die Einladung zu sexuellen Aktivitäten sind nicht gestattet.
- Mobbing, Beleidigungen sowie der Mißbrauch des Namens oder Bildes einer anderen Person sind gesetzlich verboten und nicht gestattet.
- Das Posten von Todesdrohungen oder anderer schädlicher Nachrichten ist verboten.
- INCLUSO darf nicht für politische, religiöse oder Werbezwecke mißbraucht werden.
- Die Verletzung von Urheberrechten ist nicht gestattet.
- Es dürfen nur eigene Texte und Bilder veröffentlicht werden. Das Veröffentlichen von Bildern, die dem Account einer anderen Person entstammen, ist ohne Zustimmung dieser Person nicht gestattet.
- Das Posten von Kettenbriefen oder Spam ist nicht gestattet.
- Das Hacken des Accounts einer anderen Person oder Einrichtung bzw. der Versuch des Hackens sind nicht gestattet.

Das eigene Verhalten gegenüber anderen Userinnen und Usern soll immer angemessen und niemals beleidigend oder herabwürdigend sein.

Einverständnis

Nach der Erwähnung der Rahmenbedingungen und Regeln hoffen wir auf eine gute Zusammenarbeit und gute Ergebnisse des Projekts. Wir möchten Dir/Ihnen schon im Voraus für die Bereitschaft zur Mitwirkung am Projekt INCLUSO danken.

Die Unterzeichnenden erklären, die Rahmenbedingungen und Regeln verstanden zu haben und ihnen zuzustimmen.

Beide Parteien erhalten ein Exemplar dieser Einverständniserklärung.

Unterschrift der/des Jugendlichen:

Wien am tt.mm.jjjj

Teilnehmer/Teilnehmerin

Unterschrift der/des Erziehungsberechtigten:

Wien am tt.mm.jjjj

Elternname

Unterschrift der Kontaktperson:

Wien am tt.mm.jjjj

Max Mustermann (Mustereinrichtung)