

# POL012-1 Technology Acceptable Use Policy

Boys & Girls Clubs of Mid Central Coast (BGCMCC) is committed to providing a safe use of technology and online safety for members, staff and volunteers. The acceptable use policy provides the framework for those safety practices and procedures.

## CLUB MEMBER USAGE

Before a member will be allowed to use Club technology equipment or their personal device, both the member and his/her parent/guardian shall read and sign the Acceptable Use policy and return it to the Club. Under the Acceptable Use policy, the following relevant principles shall apply:

**Club devices** shall include any and all Club-owned existing and/or emerging technologies and devices that can take photographs, play and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

**Personally-owned devices** shall include any and all member-owned existing and/or emerging technologies and devices that can take photographs, play and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

**Club purposes** shall include program activities, career development, communication with experts and/or Club peer members, homework and Club activities. Members are expected to act responsibly and thoughtfully when using technology resources. Responsibility extends not only to club sites, but also for offsite activities and events and during transportation to events. If members are unsure of their responsibilities, they shall inquire with staff when they are unsure of the permissibility of a particular use of technology prior to engaging in its use.

**Authorized use:** Club devices and personally-owned devices are permitted for use during approved Club times for Club purposes and in approved locations only. The Club expressly prohibits the use of Club devices or personally-owned devices in locker rooms, restrooms and other areas where there is an expectation of privacy.

Members may not attempt to gain unauthorized access to the Club's network, or to any other technology system through the Club's network. This includes attempting to log in through another person's account or accessing another person's files. Members may not use the Club's network to engage in any illegal act, including, but not limited to, arranging for the purchase or sale of alcohol, tobacco or other drugs; engaging in criminal activity; or threatening the safety of another person. Members may not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses.

**Appropriate use:** Members may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass or annoy their peers, staff, volunteers, or others in their

community. Any inappropriate use of a Club or personally-owned device, as determined by Club staff, can lead to disciplinary action including, but not limited to, confiscation of the device, immediate suspension from the Club, termination of membership or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies including, if applicable, referral to local law enforcement.

**Monitoring and inspection:** BGCMCC reserves the right to monitor, inspect, copy and review any personally-owned device that is brought to the Club. Parents/guardians will be notified if such an inspection takes place. Parents/Guardians will be notified before such an inspection takes place and may be present, at their choice, during the inspection. Parents/Guardians may refuse to allow such inspections. If so, the member may be barred from bringing personally-owned devices to the Club in the future.

Any inappropriate or unauthorized use of a club or personally-owned device, as determined by Club staff, can lead to disciplinary action including, but not limited to, confiscation of the device, immediate suspension from the Club, termination of membership or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies, including, if applicable, referral to local law enforcement.

Members must be aware of the appropriateness of communications when using Club or personally-owned devices. Inappropriate communication is prohibited in any public or private messages, as well as material posted online. Inappropriate communication includes, but is not limited to, the following:

- Obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language or images typed, posted or spoken by members;
- Information that could cause damage to an individual or the Club community or create the danger of disruption of the Club environment;
- Personal attacks, including prejudicial or discriminatory attacks;
- Harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others;
- Knowingly or recklessly posting false or defamatory information about a person or organization; or
- Communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices.

If a member is told to stop sending communications, that member must cease the activity immediately.

**Cyberbullying:** Members may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass or annoy their peers or others in their community. This behavior is cyber bullying, which is defined as bullying that takes place using emerging technologies and devices. Any cyber bullying that is determined to disrupt the safety and/or well-being of the Club, Club members, Club staff or community is subject to disciplinary action.

Examples of cyberbullying include, but are not limited to:

- Harassing, threatening or hurtful text messages, emails or comments on social media
- Rumors sent by email or posted on social networking sites
- Embarrassing pictures, videos, websites or fake profile

**Loss and damage:** Members are responsible for their devices. Staff are not responsible for the security and condition of the member's personal device. Furthermore, the Club is not liable for the loss, damage, misuse or theft of any personally-owned device brought to the Club.

**Internet access:** Personally-owned devices used at the Club must access the internet via the Club's content-filtered wireless network and are not permitted to directly connect to the internet through a phone network or other content service provider. BGCMCC reserves the right to monitor communication and internet traffic, and to manage, open or close access to specific online websites, portals, networks or other services. Members must follow Club procedures to access the Club's internet service.

**Parental notification and responsibility<sup>1</sup>:** While BGCMCC Internet Acceptable Use Policy restricts the access of inappropriate material, supervision of internet usage might not always be possible. Due to the wide range of material available on the internet, some material might not fit the particular values of members and their families. Because of this, it is not considered practical for BGCMCC to monitor and enforce a wide range of social values in student use of the internet. If parents/guardians do not want members to access information beyond the scope of the Internet Acceptable Use Policy, they should instruct members not to access such materials. BGCMCC does not take responsibility when the member does not comply with parental instructions.

**Digital citizenship:** Club members shall conduct themselves online in a manner that is aligned with the BGCMCC Code of Conduct<sup>2</sup>. The same rules and guidelines members are expected to follow offline (i.e., in the real world) shall also be followed when online. Should a member behave online in a manner that violates the BGCMCC Code of Conduct, that member shall face the same discipline policy and actions they would if their behavior had happened within the physical Club environment.

**Club-owned-and-operated technology:** Members are expected to follow the same rules and guidelines when using Club-owned technology. Club technology and systems are the property of the Club, are intended to be used for Club purposes and are to be used during approved times with appropriate supervision. Club members shall never access or use Club technology or systems without prior approval.

**Digital citizenship and technology safety training:** All members who wish to use a BGCMCC device or equipment will be required to successfully complete a BGCA-provided digital

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<sup>1</sup> Basic filter will be added to any Club owned internet connections by end of August 2022

<sup>2</sup> Basic member Code of Conduct will be added to Parental/Member Handbook (agreement by August 2022)

citizenship and technology safety training. This training is required for all members annually and for new members, training shall be done prior to their use of BGCMCC digital device. This training can be found on myfuture.net and is called Online Safety Basics.

## STAFF AND VOLUNTEER USAGE

Before staff/volunteer can use Club technology equipment or a personal device, he/she shall read and sign the Acceptable Use policy and return it to their supervisor. Under the Acceptable Use policy, the following relevant principles shall apply:

**Club devices** shall include any and all Club-owned existing and/or emerging technologies and devices that can take photographs, play and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

**Personally-owned devices** shall include any and all staff and volunteer-owned existing and/or emerging technologies and devices that can take photographs, play and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

**Club Purposes** include, but are not limited to, the delivery of program activities, accessing sanctioned training or career development opportunities, communication with experts and/or authorized Club Staff and for Club purposes, or management of other Club activities, such as member check-in or incident reporting. Staff and volunteers are expected to act responsibly and thoughtfully when using technology resources. Staff bear the burden of responsibility to ask their supervisor when they are not sure of the permissibility of a particular use of technology prior to engaging in the use. Volunteers shall ask the Site Supervisor when they are not sure of the permissibility of a particular use of technology prior to engaging in the use.

Authorized use: Personally-owned devices are permitted for use during approved Club times for Club purposes and in approved locations only. The Club expressly prohibits the use of personally-owned devices in locker rooms, restrooms and other areas where there is an expectation of privacy.

**Appropriate use:** Staff and volunteers may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass or annoy their peers or others in their community. Any inappropriate use of a personal- owned device, as determined by a supervisor, can lead to disciplinary action including, but not limited to, confiscation of the device, immediate suspension from the Club, termination of employment or volunteer assignment, or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies including, if applicable, referral to local law enforcement.

Staff shall be aware of the appropriateness of communications when using Club or personally-owned devices. Inappropriate communication is prohibited in any public or private messages, as well as material posted online.

Any inappropriate or unauthorized use of a personally-owned device, as determined by a supervisor, can lead to disciplinary action including, but not limited to, confiscation of the device, immediate suspension from the Club, termination of employment or volunteer assignment or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies, including, if applicable, referral to local law enforcement.

Inappropriate communication includes, but is not limited to:

- Obscene, profane, lewd, vulgar, rude, inflammatory, threatening, sexual content or disrespectful language or images typed, posted or spoken by staff or members.
- Information that could cause conflict.
- Personal attacks, including prejudicial or discriminatory attacks.
- Harassment (persistently acting in a manner that distresses or annoys another person) or stalking others.
- Knowingly or recklessly posting false or defamatory information about a person or organization.
- Communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices.

If a staff member/volunteer is told to stop sending communications, he/she must cease the activity immediately.

Per POL 003 One-on-One Contact, communication with Club members: Staff/volunteers may never use personal devices to communicate directly with a single Club member. Proper protocol dictates that all communication between staff/volunteers and Club members must include an additional staff member and at least two Club members. This also includes overnight events such as Keystone Conferences and Youth of the Year events.

**Monitoring and inspection:** BGCMCC reserves the right to monitor, inspect, copy and review any personally-owned device that is brought to the Club. Staff/volunteers may refuse to allow such inspections. If so, the staff member or volunteers will not have authorization to use their device(s) on Club campuses, offsite events and transportation. If they persist in using the device, they will be subject to disciplinary action up to, and including, termination.

**Loss and damage:** Staff/volunteers are responsible for their devices. Supervisors and the Club at large are not responsible for the security and condition of staff member's and volunteer personal devices.

Furthermore, the Club is not liable for the loss, damage, misuse or theft of any personally-owned device brought to the Club, at offsite events or transportation to/from offsite club events.

**Cyber bullying:** Staff may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass or annoy others. This behavior is cyber bullying, which is defined as

bullying that takes place using existing or emerging technologies and devices. Any cyber bullying that is determined to disrupt the safety and/or well-being of the Club, Club staff, Club members or community is subject to disciplinary action.

Examples of cyber bullying include, but are not limited to:

- Harassing, threatening or hurtful text messages, emails or comments on social media.
- Rumors sent by email or posted on social networking sites.
- Use of embarrassing pictures, videos, websites or fake profiles.

**Internet access:** Personally-owned devices used at the Club must access the internet via the Club's content-filtered wireless network and are not permitted to directly connect to the internet through a phone network or other content service provider. BGCMCC reserves the right to monitor communication and internet traffic, and to manage, open or close access to specific online websites, portals, networks or other services. Staff must follow Club procedures to access the Club's internet service.

**Password and access:** To prevent unauthorized access, all devices must lock itself and require authentication using the strongest features available on the device. A minimum standard would require a typed password of at least six characters or numbers, though some devices utilize fingerprint or other biometric technologies. Staff/volunteer devices are not to be accessible by members.

**Disallowed apps and/or websites:** The BGCMCC organization does not allow staff/volunteers to access any inappropriate apps and/or websites during work hours:

