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**BOYS & GIRLS CLUB  
OF WESTERN LANE COUNTY**

**CHILD SAFETY**

**ACCEPTABLE TECHNOLOGY USE POLICY**

<b>CATEGORY:</b> Child Safety	<b>APPROVED:</b> December 18, 2024
<b>APPROVING AUTHORITY:</b> BGCWLC Board of Directors	<b>LAST UPDATE:</b> November 13, 2024
<b>CONTACT:</b> BGCWLC CEO	<b>NEXT REVIEW:</b> November 7, 2024

## Acceptable Technology Use Policy

The Boys & Girls Club of Western Lane County (Club) is committed to providing a safe use of technology and online safety for Club members, staff, volunteers, and board members. The acceptable use policy provides the framework for those safety practices and procedures.

### **Club Member Usage**

Club members enrolled in the After School or Summer programs will complete BGCA's Digital Citizenship training, this training will be offered at the start of the program season and quarterly thereafter with each member participating in the training annually. Under the Acceptable Technology Use policy, the following shall apply:

**Club devices** shall include 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.

**Personal devices** shall include 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.

- Acceptable Personal Devices
  - Cell phones-Teen Center only (for parent/family communication)
  - School provided laptops or tablets- For schoolwork only
  - Smartwatches- Teen Center only (for parent/family communication)
- Unacceptable Personal Devices
  - Cameras
  - Cell phone-Elementary
  - Gaming devices
  - Smartwatches-Elementary

Club devices and acceptable personal devices are permitted for use during approved times in approved locations only. The Club expressly prohibits the use of Club devices or personal devices in restrooms and other areas where there is an expectation of privacy.

Club members 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 Club or personal device 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.

Inappropriate communication includes but is not limited to:

- Obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or sexual content or disrespectful language, or images typed, posted, or spoken
- 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 the Club
- Communication that promotes the destruction of property, including the acquisition or creation of weapons, or other destructive devices.

**Cyberbullying:** Club 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 cyberbullying, which is defined as bullying that takes place using emerging technologies and devices. Any cyberbullying 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.
- Use of embarrassing pictures, videos, websites, or fake profiles.

Club members may not attempt to gain unauthorized access to the Club's network, or to any other computer 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.

**Monitoring and Inspection:** The Club reserves the right to monitor, inspect, copy, and review any personal device in the event of suspected inappropriate use. 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 personal devices to the Club in the future.

Club members are responsible for securing devices at all times. 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 personal device brought to the Club.

**Parental Notification and Responsibility:** While this 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 values of members and their families. Because of this, it is not considered practical for the Club to monitor and enforce all internet activity. If parents/guardians do not want members to access information beyond the scope of this policy, they should instruct members not to access such materials.

### **Staff, Volunteer, and Board Member Usage**

Before staff, volunteers, or board members are allowed to use Club devices or their personal device, they will need to read and sign the Acceptable Technology Use policy and return it to the Site Director, CEO, or Board President. The above content under "Club Member Usage" applies to staff, volunteers, and board members as well as the following.

Staff 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 that use. Staff 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.

**Club Purposes:** Shall 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.

**Communication with Club members:** Staff, volunteers, and board members may never use personal devices to communicate directly with a single Club member. All communication with Club members must include an additional staff, volunteer, or board member and at least two Club members.

**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 restrooms and other areas where there is an expectation of privacy.

Any inappropriate or unauthorized use of a personal device can lead to disciplinary action including but not limited to 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.