**TECHNOLOGY ACCEPTABLE USE POLICY – Ogdensburg Boys and Girls Club – EFFECTIVE 1/1/2025**

**TECHNOLOGY USE**

The Ogdensburg Boys and Girls Club 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.

**The Ogdensburg Boys and Girls Club prohibits inappropriate technology-based interactions between youth and staff, volunteers, Board Members, and other youth during and after club hours.**

**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 will need to read and sign this Technology Acceptable Use policy

and return it to the Club and member will be required to do an internet safety course through the club.

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.

Personally owned 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.

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. Members bear the burden of responsibility to 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.

**Appropriate use**: 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 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**: The Ogdensburg Boys and Girls Club reserves the right to monitor,

inspect, copy, and review any personally owned device that is brought to the Club. 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.

**Loss and damage**: Members are responsible for always keeping devices with them. 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. 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.

**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 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.

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.

**Parental notification and responsibility**: While the Ogdensburg Boys and Girls Club Technology 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 values of members and/or their families. Because of this, it is not considered practical for

OBGC 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 Technology

Acceptable Use Policy, they should instruct members not to access such materials.

**Digital citizenship**: Club members shall conduct themselves online in a manner that is aligned with the

OBGC Code of Conduct. 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 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 an Ogdensburg Boys & Girls Clubs device or equipment will be required to successfully complete a BGCA-provided digital citizenship and technology safety training. This training is required for all members annually.

Members have access to the Club’s computer labs each day. The use of Club computers and access to

the internet is a privilege that requires responsibility. We strictly monitor internet access and teach

Members the importance of online safety.

Members who violate the technology use policy by using it inappropriately will have their privileges revoked, may be suspended, or have their membership terminated.

By signing below, you indicate that you have received the Technology Acceptable Use Policy of

the Ogdensburg Boys and Girls Club and that you agree to terms and conditions

identified in this policy. In addition, your signature indicates that you agree to comply with the

policy and understand that violations of the Technology Acceptable Use Policy may result in

disciplinary and/or corrective action.

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Member Name

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Member Signature

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Parent Name

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Parent Signature

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Date