



BOYS & GIRLS CLUB OF ABERDEEN AREA

Technology Policy

Boys & Girls Club of Aberdeen area is committed to providing 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 will need to 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 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 members-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

- 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 Club or personally owned device, as determined by Club staff, can

lead to disciplinary action including, but not limited to disciplinary actions determined to be appropriate to the Club's existing disciplinary policies including, if applicable, referral to local law enforcement.

Monitoring and inspection

- Boys & Girls Club reserves the right to monitor, inspect, copy, and review any personally owned devices that are 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. 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/or 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 personally owned device, as determined by Club staff, can lead to disciplinary actions 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 image types, 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 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 I 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 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
- Embarrassing pictures, videos, websites, or fake profiles

Members may not attempt to gain unauthorized access to the Club's network, or to any other computer system through the Club 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 the computer viruses.

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 services providers. Boys & Girls Club 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 services

Parental Notification and responsibility

- While the Boys & Girls Club Internet Acceptable use Policy restricts the access of inappropriate material, supervisors of internet users might not always be possible. Due to the wide range of materials available on the internet, some materials might not fit the values of member and their families. Because of this, it is not considered practical for the Boys & Girls Club of Aberdeen Area 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.

Digital citizenship

- Club members shall conduct themselves online in a manner that is aligned with the Boys & Girls Clubs 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 Boys & Girls Club 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 Boys & Girls Club's 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.

STAFF AND VOLUNTEER USAGE

Before staff can use Club technology equipment or a personal device, he/she 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 all Club-owned existing and/or emerging technologies and devices that can take photographs, play and record audio or video, input, upload download content and/or media and transmit or receive messages or images.

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

Club Purposes include, but are not limited to, the delivery of programs 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 is expected to act responsibly and thoughtfully when using technology resources. Staff bears 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.

Authorized use

- Staff 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 Club or personally owned device, as determined by Club staff, can lead to disciplinary action including, but not limited to disciplinary actions determined to be appropriate to the Club's existing disciplinary policies including, if applicable, referral to local law enforcement.

Monitoring and inspection

- Boys & Girls Club reserves the right to monitor, inspect, copy, and review a personally owned device that is brought to the Club. Staff may refuse to allow such inspections. If so, the staff members may receive disciplinary action up to, and including termination.

Loss and damage

- Staff is responsible for always keeping devices with them. Staff are not responsible for the security and/or 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 personally owned devices, 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 the 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 is told to stop sending communications, he/she must cease the activity immediately.

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.

Staff may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy others. This behavior is cyberbullying, which is defined as bullying that takes place using existing or emerging technologies and devices. Any cyberbullying 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 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.

Communication with Club members

- Staff may never use personal devices to communicate directly with a single Club member. Proper protocol dictates that all communication between staff 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.

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. Boys & Girls Clubs 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, 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.

Disallowed apps and/or websites

- This organization does not allow staff to access inappropriate apps and/or websites during work hours. These apps are subject to change.