

TECHNOLOGY ACCEPTABLE USE POLICY

CLUB MEMBER USAGE

Before a member will be allowed to use Club technology equipment or their personal device, the parent/guardian will need to read and digitally sign the Technology Acceptable Use policy on the online registration page. Under the Technology 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 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.

Authorized use: 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.

Club devices and personally owned devices are permitted for use **only** during approved Club times for Club purposes and in approved locations only. Devices should remain stored at all other times. The Club expressly prohibits the use of Club devices or personally owned devices in restrooms and other areas where there is an expectation of privacy.

To maintain confidentiality and ensure the safety of all members, youth are prohibited from taking photos, videos, or voice recordings at the Club unless expressly permitted by the Club Director.

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.

Monitoring and inspection: Boys & Girls Clubs of Acadiana 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 an inspection takes place.

Cyberbullying: Members may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. 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.

Digital citizenship/ Social Media: Club members shall conduct themselves online in a manner that is aligned with the Boys & Girls Clubs of Acadiana 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 including social media. Should a member behave online in a manner that violates the Boys & Girls Clubs of Acadiana 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.

Loss and damage: The Club is NOT RESPONSIBLE for the loss, damage, misuse, or theft of any personally owned device brought to the Club or on field trips. Backpacks may be stored in cubbies that

are monitored but staff are not authorized to hold personal belongings including personal devices for youth.

STAFF AND VOLUNTEER USAGE

Before a staff/ volunteer can use Club technology equipment or a personal device, he/she shall read and sign the Technology Acceptable Use policy and return it to the Club. Under the Technology 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 staff or 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.

Authorized use: Staff and volunteers bear the burden of responsibility to inquire with their supervisor when they are unsure of the permissibility of a particular use of technology prior to engaging in its use.

Club devices and personally owned devices are permitted for use **only** during approved Club times for Club purposes and in approved locations only. Devices should remain stored at all other times. The Club expressly prohibits the use of Club devices or personally owned devices in restrooms and other areas where there is an expectation of privacy.

To maintain confidentiality and ensure the safety of all members, staff are prohibited from taking photos, videos, or voice recordings at the Club unless expressly permitted by the Club Director.

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.

Monitoring and inspection: Boys & Girls Clubs of Acadiana 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 an inspection takes place.

Cyberbullying: Staff/ volunteers may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. 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. Staff/ volunteers may not use the Club's network to engage in any illegal act.

Digital citizenship: Club staff/ volunteers shall conduct themselves online in a manner that is aligned with the Boys & Girls Clubs of Acadiana Code of Conduct. The same rules and guidelines that are expected offline (i.e., in the real world) shall also be followed when online. Should a staff/ volunteer behave online in a manner that violates the Boys & Girls Clubs of Acadiana Code of Conduct, that staff/ volunteer shall face the same discipline policy and actions they would if their behavior had happened within the physical Club environment.

Loss and damage: The Club is NOT RESPONSIBLE for the loss, damage, misuse, or theft of any personally owned device brought to the Club or on field trips. Backpacks may be stored in cubbies that are monitored by staff but aren't authorized to hold personal belongings including personal devices.

Communication with Club members: Staff/ volunteer 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.

STAFF PERSONAL USE OF SOCIAL MEDIA

We understand that employees may maintain or contribute to personal websites, blogs, message boards, conversation pages and use other forms of social media outside of their job function. When posting information unrelated to your job, your work functions, or Boys & Girls Clubs in general, please always exercise good judgement.

- Any online conduct that violates Boys & Girls Clubs policy, adversely affects your or your fellow employees' job performance or adversely affects the reputation of the Boys & Girls Clubs, its business partners, third parties such as members, vendors, and affiliates may result in disciplinary action, up to and including termination.
- Use your best personal and professional judgement when contributing content about or related to the Boys & Girls Clubs, its business partners or third parties such as members, parents, vendors, or affiliates.
- Do not intentionally or negligently contribute content that could interfere with the Boys & Girls Clubs' business relationships such as with its members, parents, vendors, or affiliates.
- Do NOT post videos or pictures directly from your device to your social media. Items may be shared within the Club social media page then shared to your personal page.
- Do not contribute or disclose any content or information about or related to Boys & Girls Clubs, its business partners, employees, vendors, or affiliates that you know to be false. Do not defame the Boys & Girls Clubs' members or their parents, business partners, vendors, or affiliates.