



Technology Acceptable Use Policy for Members

GENERAL

- Computer network and internet access are available to members to enhance their educational experience and help them become literate in an increasingly technological world.
- The purpose of this Acceptable Use Policy is to foster the appropriate use of that network, email and the internet and use of personal devices on the network or if independently connected.
- All members will be required to complete Boys & Girls Clubs of America's Digital Citizenship program on an annual basis (teaches youth how to stay safe on the internet).
- Member and/or guardian shall sign an acceptable use policy agreement when joining the Club. The Club will make good faith efforts to protect members from improper materials and use of the internet. Member and/or guardian must agree to a release from liability clause in this agreement.
- Members who violate the Acceptable Use Policy may be denied future internet and/or network privileges for a defined period and may be subject to other disciplinary measures as set forth by Club policies up to and including loss of membership as well as legal or criminal action if appropriate.
- Members are not required to have personal devices to undertake club programming. Staff reserve the right to confiscate personal devices if a member or members violate The Technology Acceptable Use Policy. The device(s) will be returned at the discretion of Staff depending on the nature of the violation. In the event of a law enforcement investigation, the device may be surrendered to authorities.
- Members must immediately report to a staff member if they are a victim of any inappropriate use or observe inappropriate use by another user.
- Staff must report and act on any inappropriate use reported by member or any inappropriate use they observe and file an incident report to the President or CEO within 24 hours.

CLUB PROVIDED NETWORK, DEVICES AND SOFTWARE/APPLICATIONS

Educational Purpose

- The Clubs' network has been established for educational purposes limited to classroom activities, school-to-career development, and scholastic research on appropriate subjects.
- The Clubs' network has not been established as a public access service or a public forum. The Club has the right to place reasonable restrictions on the material members access or post through the system. Members are expected to follow this Acceptable Use Policy (as well as other Club rules and policies applicable to members) when in the Technology Center or accessing the network.
- The Clubs' network is a limited forum, the Club reserves the right to regulate that forum for valid educational reasons. The Club will restrict speech if it violates club policy or is injurious and harmful to others.

- There is no expectation of privacy. The Club may monitor Member's use of the internet and may also examine all system activities the Member participates in. This includes but is not limited to social media feeds, chat, e-mail, uploads, downloads, voice and video transmissions to ensure proper use of the system.
- The Club reserves the right to search a member's files, if there is a reasonable suspicion you violated this Acceptable Use Policy, Club rules and policies, or the law.

Unacceptable Uses and Personal Safety

Unacceptable or misuse of the Club's access to the internet includes but is not limited to:

- Use of the internet for anything other than educational or approved activities.
- Posting personal contact information about yourself or other people. Personal contact information includes (but is not limited to) home, school or work addresses; telephone numbers; social media identities, and email addresses.
- Re-post a message that was sent to you privately, without the permission of the person who sent the message.
- Agreeing to meet with someone you have met online without your parent's approval. A parent or guardian should always accompany you to such meetings.
- Intentionally gaining access to materials or websites which are obscene, pornographic, or of a sexual nature.
- Using the internet for any illegal activity including violation of copyright, licenses, contracts, trade secret, or intellectual property laws.
- Accessing "chat lines" or any social media application unless authorized by staff for an activity directly supervised by staff.
- Using YouTube or other video sharing sites/applications unless supervised by staff, or part of a homework assignment.
- Using abusive language in either public or private messages on the system.
- Using the system to harass, insult, threaten or verbally attack others.
- Posting anonymous messages on the system.
- Wasteful use of limited resources provided by the Club such as paper.
- Theft or vandalism of data and equipment or intellectual property.
- Causing network congestion through lengthy uploads or downloads or engaging in idle bandwidth consuming activities.
- Using the account of another user without proper authorization.
- Identifying oneself with another person's name and/or password.
- Vandalizing data of another user.
- Using the network for financial or commercial gain, political activities or lobbying.
- Attempting to gain or gaining unauthorized access to private files, records, or other digital resources of staff, Club, other entities, or other users.
- Attempt to disrupt or disrupt the computer system, destroy data, degrade system performance, install unauthorized applications, or install or spread computer viruses, malware, worms, trojan horse, spy ware, sniffers, or any other form of software designed to tamper with, disrupt, or cause harm to the system or software.

PERSONAL DEVICES, SOFTWARE AND APPLICATIONS (OWNED OR PROVIDED BY OTHERS FOR EDUCATIONAL PURPOSES/REMOTE LEARNING)

- A personal device includes but is not limited to cell phones, Tablets, internet enabled wrist watches, personal computers or any other device that can connect to the internet and or record and store media (e.g., body concealed camera)
- If permission to use a personal device, Members should use the club provided Wi-Fi internet while on club premises which staff will set up
- In general, use of personal devices is discouraged unless for educational purposes as deemed necessary for remote learning and/or homework.

Grades 1-5

- Only allowed to use personal devices if provided for remote learning/homework. (Only allowed to access the internet through Club Provided Network, Devices and Software/Applications). If a member brings any personal device to the Club, it is to be left in the care of a staff member. The device can be returned to the member at specific times when needed for homework/remote learning that cannot be done on a club provided device. After use, the device will be returned to care to a staff member and picked up at the end of their stay for that day.

Middle School

- Allowed to use personal devices during snack-time, at the beginning and end of the day, or when needed for remote learning/homework that cannot be done on a club provided device.

High School

- Allowed to use personal devices.

Unacceptable Uses and Personal Safety

Unacceptable or misuse Personal Devices includes but is not limited to:

- If connected to the Club provided internet all unacceptable uses under “**CLUB PROVIDED NETWORK, DEVICES AND SOFTWARE/APPLICATIONS**” will apply.
- Members can only use their own personal device and shall not allow another Member to use their device without authorization and supervision by a staff member.
- Taking pictures and/or videos staff, other members, or visitors at any time either on site, in the surrounding grounds, or on Club run field trips.
- Using texting and/or social media to harass or threaten another member either verbally or through images and/or video.
- Intentionally gaining access to materials or websites which are obscene, pornographic, or of a sexual nature.
- Using YouTube or other video sharing sites without staff permission.
- No screen sharing.
- Using abusive language in either public or private messages.

Please note that this is a living document and may be updated from time to time as needed.