



BOYS & GIRLS CLUB
OF LAKE TAHOE

Acceptable Device (Club and Personal) and Digital Use Policy - Members

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Policy Statement

There are times Boys & Girls Club of Lake Tahoe members use electronic devices or communications to elevate and/or enrich Club programs or activities. All electronic devices, whether they are owned by the member or borrowed from the Club, may only be used for a permissible purpose at a permissible time as outlined below.

Before a member uses a Club device or communications method, including the Club's internet connection, their parent/guardian must review and sign the **Acceptable Device and Digital Use Permission Form - Members** (Appendix I). Any member who wishes to use their own electronic device or communications while attending Club must also have their parent/guardian review and sign the **Personal Device Permission Form - Members** (Appendix II).

Reason for Policy

Electronic devices, communication, and technology can help enhance Club programs and activities. This policy is designed to ensure member usage of all electronic devices and communications at the Club is conducted in a responsible, secure, and appropriate manner.

Who Should Read This Policy

All employees, all members, and members' parents/guardians at the Boys & Girls Club of Lake Tahoe.

Resources

BGCA.net - Acceptable Computer Usage Policy

https://www.bgca.net/Interact/Pages/Content/Document.aspx?id=3541&SearchId=539415&utm_source=interact&utm_medium=general_search&utm_term=member+device+usage

BGCA.net - Member Personal Device Policy Template

https://www.bgca.net/Interact/Pages/Content/Document.aspx?id=3549&SearchId=539413&utm_source=interact&utm_medium=general_search&utm_term=bring+your+own+device+policy

Definitions

"Electronic Club devices" or "Club device (s)" includes all electronic devices and communications owned by the Boys & Girls Club of Lake Tahoe including, but not limited to, computers (desktop, laptop), STEM equipment, email, telephones (cellular,



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landlines), voicemail, internet, online services, software, hardware systems, and applications paid for by the Club.

“Personal electronic communications,” “personal device(s),” or “their device(s)” are any electronic devices or communications listed above that are owned and/or possessed by a member but not provided by the Club. This includes any electronic devices or communications provided by other entities, such as a Chromebook borrowed from the member’s school or Lake Tahoe Unified School District.

The Policy

There are times when Boys & Girls Club of Lake Tahoe members may use electronic devices or communications to elevate and/or enrich Club programs or activities.

All electronic devices, whether they are owned by the member or borrowed from the Club, may only be used for a permissible purpose at a permissible time. The two permission forms below outline authorized and appropriate usage as well as unacceptable usage.

The permission forms are for all youth members who attend the Boys & Girls Club of Lake Tahoe. Before a member uses a Club device or communications method, including the Club’s internet connection, their parent/guardian must review and sign the **Acceptable Device and Digital Use Permission Form - Members** (see Appendix I). Any member who wishes to use their personal electronic device or communications while attending Club must also have a parent/guardian review and sign the **Parent and Member Personal Device Policy Permission Form** (see Appendix II).

A separate policy, **Electronic Communication System Policy & Use of Personal Devices Permission Form - Employees and Volunteers**, outlines the digital device and electronic communication expectations for Club employees and volunteers.

Youth members and their parents/guardians are responsible for directing their questions and concerns about digital and device use to the Club’s administration team. Any violation of this policy could lead to disciplinary action up to and including Club expulsion.



Appendix I:

ACCEPTABLE DEVICE AND DIGITAL USE PERMISSION FORM - MEMBERS

This permission form specifies how youth members are expected to use Club or personal devices responsibly. A member's parent/guardian must read, sign, and submit this agreement via MyClubHub or to a front desk staff member at the Club.

1. Regardless of who owns the computer or digital device or services, members and their parent/guardian must review and sign the Acceptable Device and Digital Use Permission Form - Members. This is considered a legally binding agreement.
2. Devices may be used for Club purposes only, including program activities, career development, communication with Club peer members, homework, and Club activities. Members are expected to act responsibly and thoughtfully when using Club devices.
3. Members bear the burden of responsibility to inquire with staff when they are unsure of the permissibility of a particular device prior to engaging in its use.
4. 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 restrooms, changing areas, and other areas where there is an expectation of privacy.
5. Members or their parent/guardian are responsible for any damaged, broken, lost, or missing Club devices that they use. The Club is not responsible for the security of any member's personal device or loss, damage, or theft of a personally owned device.
6. Members may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community.
7. 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.
8. Staff will review with members appropriate 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:
 - Obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by members
 - Information that could cause damage to an individual or the Club community
 - Personal attacks, including prejudicial or discriminatory attacks
 - Harassment or stalking of others



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- Knowingly or recklessly posting false or defamatory information about a person or organization
 - Communication that promotes or displays destruction, violence, weapon acquisition, or pornographic content
 - Communication that contains or distributes pornographic images, videos, or language
9. If a member is told to stop sending communications, that member must cease the activity immediately.
 10. Members cannot use technology to harass, threaten, humiliate, intimidate, embarrass, or annoy their peers or other community members with their words, comments, pictures, videos, websites, or fake profiles. This is cyberbullying.
 11. 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's account or accessing another's files. Members may not use the Club's network to engage in any illegal act.
 12. The Club reserves the right to monitor, inspect, copy, and review files, communication, and internet traffic stored on Club-owned devices or networks.
 13. While the Club restricts access to inappropriate material, supervision of internet usage might not always be possible. Due to the wide range of material on the internet, some material might not fit the particular values of members and/or their families. Because of this, it is not practical for the Club to monitor and enforce a wide range of social values in student use of the internet. A parent/guardian who does not want their member to access information beyond the scope of the Acceptable Device (Club and Personal) and Digital Use Policy - Members should instruct their child/member not to access such materials.
 14. Digital citizenship is important. Club members shall conduct themselves online in a manner that is aligned with the Club's AWESOME values.

I, the undersigned, as a member of the Boys & Girls Club of Lake Tahoe, have reviewed the **Acceptable Device (Club and Personal) and Digital Use Policy - Members**. I understand that any violation of the policy or guidelines may result in revocation of technology privileges and possible further disciplinary action

Member's Name (please print): _____

Member's Signature: _____



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Date: _____

I, the undersigned legal guardian, have reviewed the **Acceptable Device (Club and Personal) and Digital Use Policy - Members** for the Boys & Girls Club of Lake Tahoe.

My Child, _____, is aware of the terms and conditions.

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____

Date: _____



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Appendix II: PERSONAL DEVICE PERMISSION FORM - MEMBERS

Before a child uses a personally owned electronic device within the Boys & Girls Club of Lake Tahoe, the child's parent/guardian must read, sign, and submit this agreement via MyClubHub or to a front desk staff member at the Club.

1. In order for a youth member to use their personal or school device or services at the Boys & Girls Club of Lake Tahoe (including the wireless network), members and their parent/guardian must review and sign the Personal Device Permission Form - Members. This is considered a legally binding agreement.
2. Members will take full responsibility for their personal devices and keep them with them at all times. Members may not lend their devices to any other Club member or staff. The Club is not responsible for the security of any personal device or loss, damage, or theft of a personally owned device.
3. Members are responsible for the proper care of their personal devices, including any costs of repair, replacement, or modifications needed to use them at the Club.
4. Members should only use their devices to access services, networks, or files relevant to Club-sanctioned programs. Members should only use the features of their devices, including, but not limited to, taking or transmitting pictures, videos, or location information, or other features in accordance with programs.
5. Members may not use their devices to record, transmit, or post pictures, videos, or other information of or about a person(s) at the Club. Nor can any images, videos, or other information recorded at the Club be transmitted or posted at any time without the express permission of Club staff.
6. When needing an internet or data connection, members should use the Club's secure wireless network. Use of a cellular (e.g., 3G, 4G, 5G) wireless connection is discouraged.
7. The Club reserves the right to inspect a member's personal device. The member's parent/guardian will be notified and allowed to be present before any such inspection takes place. Parents/Guardians can refuse to allow Club staff to inspect a personal device; however, that member may be barred from bringing personally owned devices to the Club in the future. This decision will be at the Club's discretion.
8. Members must comply with staff requests to shut down or turn off personal devices when asked. Failure to do so may result in the member being barred from bringing personal devices in the future.
9. Violations of any Club policies, administrative procedures, or Club rules involving a member's personally owned device may result in the loss of use of the device at the Club and/or appropriate disciplinary action.



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I, the undersigned, as a member of the Boys & Girls Club of Lake Tahoe, have reviewed the **Personal Device Permission Form - Members**. I understand that any violation of the policy or guidelines may result in revocation of technology privileges and possible further disciplinary action

Member's Name (please print): _____

Member's Signature: _____

Date: _____

I, the undersigned legal guardian, have reviewed the **Personal Device Permission Form - Members** for the Boys & Girls Club of Lake Tahoe.

My Child, _____, is aware of the terms and conditions.

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____

Date: _____