



BOYS & GIRLS CLUB
OF LAKE TAHOE

Electronic Communication System Policy & Use of Personal Devices - Employees and Volunteers

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Policy Statement

All electronic devices and communications provided to employees remain the sole property of the Boys & Girls Club. Any information, including passwords, that is transmitted, stored, and/or received through Club devices and communications may be accessed, monitored, reviewed, and/or purged without notice.

All staff agree not to access or use Club files, passwords, or stored communications unless authorized. These systems are for organizational purposes only. Personal electronic communications use at work is limited to break times, non-working hours, by consent of the supervisor, or a permissible purpose specified in the **Staff Personal Device Policy Permission Form**. Staff and volunteers who wish to use their personal electronic devices or communications during work hours must review and sign the Staff Personal Device Policy Permission Form, located below in the Electronic Communication System Policy. All staff should avoid sharing any personal information related to their personal devices, such as personal phone numbers, email addresses, and passwords, especially with members and their parents or guardians.

An employee or volunteer presumes when online that every statement made and every website visited will be attributable to the Boys & Girls Club of Lake Tahoe. Staff may not use any Club or personal devices at the Club to engage in cyberbullying. Any cyberbullying that is determined to disrupt the safety and/or well-being of the Club, staff, members, or community is subject to disciplinary action. Procurement or distribution of pornographic, threatening, harassing, obscene, profane, lewd, inflammatory, illegal, or unethical language or images on a Club device will result in immediate termination. Inappropriate use including copyright violations, direct communication with a Club member, and other violations described in the Electronic Communication System Policy may result in disciplinary action up to and including termination.

Reason for Policy

The Club provides and encourages employees to use electronic devices, communication, and technology to enhance Club programs and support the organization as a whole. This policy is designed to maintain privacy and security of the Club and its employees, volunteers, and members and to ensure electronic devices and communications are used responsibly and in an appropriate manner.



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Who Should Read This Policy

All employees and volunteers (read and sign)

Resources

BGCA.net - Staff - Personal Device Policy Template

https://www.bgca.net/Interact/Pages/Content/Document.aspx?id=3552&SearchId=538707&utm_source=interact&utm_medium=general_search&utm_term=bring+your+own+device+policy

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 - Bring Your Own Device Policy

https://www.bgca.net/Interact/Pages/Content/Document.aspx?id=3543&SearchId=538707&utm_source=interact&utm_medium=general_search&utm_term=bring+your+own+device+policy

BGCA.net - Wireless Networks Policy

https://www.bgca.net/Interact/Pages/Content/Document.aspx?id=3554&SearchId=538706&utm_source=interact&utm_medium=general_search&utm_term=wireless+networks+policy

Definitions

“Electronic devices” or “device” includes all electronic devices and communications owned by the Boys & Girls Club of Lake Tahoe including, but not limited to, computers (desktop, laptop), email, telephones (cellular, landlines), voicemail, internet, online services, software, hardware systems, and applications paid for by the Club.

“Personal electronic communications” or “personal device(s)” are any electronic devices or communications listed above that are owned and/or possessed by an employee, volunteer, or member that have not been provided by the Club.

The Policy

Electronic devices, communication, and technology are effective tools that help enhance Club programs and support the organization as a whole.

All electronic devices and communications that the Club provides for employee use remain the sole property of the Boys & Girls Club. Any information, including passwords, that is transmitted, stored, and/or received through Club devices and communications may be accessed, monitored, reviewed, and/or purged without notice.



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All Club electronic devices and communications are intended for work and organizational purposes. All employees agree not to access or use Club files, passwords, or stored communications unless authorized.

Staff who wish to use their personal electronic devices or communications during work hours must review and sign the Staff Personal Device Policy Permission Form (see Appendix I in this policy). Personal electronic communications use at work is limited to break times, non-working hours, by consent of the supervisor, or a permissible purpose specified in the Staff Personal Device Policy Permission Form. All staff should avoid sharing any personal information related to their personal devices, such as personal phone numbers, email addresses, and passwords, especially with members and their parents or guardians.

An employee or volunteer presumes when online that every statement made and every website visited will be attributable to the Boys & Girls Club of Lake Tahoe. Staff may not use any Club or personal devices at the Club to engage in cyberbullying, such as harassing, threatening, demeaning, humiliating, intimidating, embarrassing, or annoying others. Examples of cyberbullying include, but are not limited to, harassing, threatening, or mean text messages, emails, or comments on social media; rumors sent by email or posted on social networking sites; and use of embarrassing pictures, videos, websites or fake profiles. Any cyberbullying that is determined to disrupt the safety and/or well-being of the Club, staff, members, or community is subject to disciplinary action. Procurement or distribution of pornographic, threatening, harassing, obscene, profane, lewd, inflammatory, illegal, or unethical language or images on a Club device will result in immediate termination. It is each staff member's responsibility to ask their supervisor or a member of the administrative team when they aren't sure of the permissibility of a particular use of technology or device prior to engaging in the use.

Inappropriate electronic communication use including copyright violations, direct communication with a Club member, and other violations of this policy described above may result in disciplinary action up to and including termination.



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Appendix I: STAFF PERSONAL DEVICE POLICY PERMISSION FORM

If you would like to use your personally owned electronic device (“BYOD”) within the Boys & Girls Club of Lake Tahoe sites for Club purposes, please read, sign, and submit this agreement to your supervisor.

- In order to use the Club’s BYOD services (including the wireless network), staff must review and sign the Staff Personal Device Policy Permission Form. This is a legally binding agreement and a condition of employment.
- Staff will take full responsibility for their devices and keep them with them at all times. Staff may not lend their devices to any staff or Club member. The Club is not responsible for the security of the devices or loss, damage, or theft of a personally owned device.
- Staff 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.
- Staff have permission to use their personal device for the research and delivery of program activities, to access training or career development opportunities, to communicate with experts and/or Club Staff and for Club purposes, or for Club management of other Club activities, such as member check-in or incident reporting. Other personal electronic communications use at work is limited to break times, non-working hours, or by consent of the supervisor.
- Staff should avoid sharing any personal information related to their personal devices, such as personal phone numbers, email addresses, and passwords, especially with members and their parents or guardians.
- Staff may never use personal devices to communicate directly with a single Club member. Proper protocol dictates that all communication between a staff member and Club members must include an additional staff member and at least two Club members.
- Staff should only use the features of their devices, including, but not limited to, taking or transmitting pictures, videos, location information or other features in accordance with Club responsibilities and policy. Any pictures or videos taken of members on a personal device during Club hours for Club media or content purposes must be deleted after being sent to the Communications and Marketing Manager or appropriate staff member. When possible, use of Club devices is preferred for taking photos or videos of Club members, staff, or events.
- Staff may not use their devices to record, transmit, or post pictures, videos, or other information of or about a person or persons at the Club without express permission by Club members’ parents.
- Staff are advised to use the Club’s secure wireless network.
- The Club reserves the right to inspect a staff member’s personal device. Staff are free to refuse to allow supervisors to inspect a device; however, that staff may be



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barred from bringing personally owned devices to the Club in the future. This decision will be at the supervisor's discretion.

- Personal devices may be used hands-free for navigation and directions to a Club program or event. No device should be actively used for phone calls, texting, typing, or taking photos or videos while operating a Club vehicle or personal vehicle to a Club program or event. The driver should exercise caution using any map application and have an adult passenger assist when possible.
- Staff 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.
- Violations of any Club policies, administrative procedures, or Club rules involving a staff's personally owned device may result in the loss of use of the device at the Club and/or disciplinary action.
- Staff must abide by password and device locking policies.
- Staff should not post or tag messages, photos, and or videos relating to the Club to any social media accounts unless authorized.

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

Staff Member's Name: _____

Staff Member's Signature: _____

Date: _____