



BOYS & GIRLS CLUB
OF LAKE TAHOE

Electronic Communication System Policy - Employees and Volunteers

File name: 2023.3_Policy_ElectronicCommunicationSystem

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** (see Appendix I in the Media Use Policy). 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.

Who Should Read This Policy

All employees and volunteers



BOYS & GIRLS CLUB
OF LAKE TAHOE

Resources

BGCLT - Personal Media Use - Employees

File name: 2024.12_Policy_Personal Media Use

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.

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.



BOYS & GIRLS CLUB
OF LAKE TAHOE

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 the Media Use 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.

I, the undersigned, as a staff member at the Boys & Girls Club of Lake Tahoe, have reviewed the Electronic Communication System 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: _____