



BOYS & GIRLS CLUB
OF LAKE TAHOE

Personal Media Use - Employees

File name: 2024.12_Policy_Personal Media Use

Policy Statement

The Boys & Girls Club of Lake Tahoe permits employees to use electronic devices at work, however, use of personal devices for work-related tasks is prohibited unless authorized or used on a designated snow day.

If an employee is authorized to use their personal electronic device or internet for work-related purposes, the employee will receive a partial stipend to cover this expense. Authorized employees typically include the executive director, senior admin, area directors, site coordinators, the marketing and communications manager, and the facilities manager. Staff who work off-site on occasion will receive a partial stipend for the day of the off-site excursion or be provided an electronic device owned by the Club.

On snow days when the Club is closed, all employees may use a Club laptop or Chromebook to work on training or other assigned duties from home. Each employee will be compensated for their “snow day” time at their regular rate and a partial stipend for their personal device and internet usage.

Employees are encouraged to use electronic devices and internet access that is provided by the Club. All employees who use their personal electronic devices or communications during work hours, whether it is an authorized user or only on snow days, must review and sign the Staff Personal Device Policy Permission Form (Appendix I).

While the Club has a secure wireless network, an employee’s usage of the Club’s network, a Club device, or personal device at the Club may not be private. The Club reserves the right to inspect, search, or investigate a staff member’s personal device or Club device as well as any use on the Club server, network, or internet, including but not limited to, email, searches, and websites visited.

Reason for Policy

Electronic devices, communication, and technology are effective tools that help enhance Club programs and support the organization as a whole. California law (Labor Code 2802) requires employers to pay employees for all business-related expenses that they incur for doing their jobs. This includes reimbursing employees for business-related work on their cell phones.



BOYS & GIRLS CLUB
OF LAKE TAHOE

Who Should Read This Policy

Employees
Board of Directors

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

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

https://bgclt.org/wp-content/uploads/2024/04/2023.3_Policy_ElectronicCommunicationSystem.pdf

Definitions

“Authorized” employees include the executive director, senior admin, area directors, site coordinators, the marketing and communications manager, and the facilities manager as well as staff who work off-site on occasion. Any other staff wishing to be authorized for personal device use must have approval from the Executive Director and a staff member who is part of the senior administration team.

“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.

“Off-site” includes any excursion, field trip, game, program, or activity that takes place away from the Angel of Tahoe building or a Club school site.

“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

The Boys & Girls Club of Lake Tahoe permits employees to use electronic devices at work, however, use of personal devices for work-related tasks is prohibited unless authorized or used on a designated snow day.

Use of personal devices for work email, phone calls, text messages, and other work-related tasks must be authorized. If an employee is authorized to use their personal electronic device or home internet for work-related purposes, the employee will receive a partial stipend of \$15 each paycheck to cover this expense. Authorized employees typically include the executive director, senior admin, area directors, site coordinators, the marketing and communications manager, and the facilities manager. Staff who work off-site on occasion will receive a partial stipend (\$5 for each day off-site, up to \$15 per a pay period) or be provided an electronic device owned by the Club.

On snow days when the Club is closed, all employees may use a Club laptop or Chromebook to work on required training, professional development, or other assigned duties from home. Each employee will be compensated for their “snow day” time at their regular rate and a partial stipend (\$5 per a snow day or a maximum of \$15 per a pay period) for their personal device and internet usage.

All employees who use their personal electronic devices or communications during work hours, whether it is an authorized user or only on snow days, must review and sign the Staff Personal Device Policy Permission Form (Appendix I).

Employees are encouraged to use electronic devices and internet access that is provided by the Club. While the Club has a secure wireless network, an employee’s usage of the Club’s network, a Club device, or personal device at the Club may not be private. The Club reserves the right to inspect, search, or investigate a staff member’s personal device or Club device as well as any use on the Club server, network, or internet, including but not limited to, email, searches, and websites visited.

Any employee who believes they use their personal device more than the percentage allocated in their reimbursement should consult the Executive Director for a modification to their stipend.

Exception: Employee communication outside work hours to apply for a job at the Club or to report an absence, late arrival, or change in schedule is considered a personal, non-work duty communication and will not be reimbursed.



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 who must use their personal device for work-related duties, such as phone verifications for Club accounts, communication between staff at other sites, or for regular off-site tasks will be authorized for their usage by the Program Director or Executive Director. All other staff will be reimbursed on a case-by-case basis and at a per day rate.
- Staff should use a Club provided 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, and for Club management of other Club activities, such as member check-in or incident reporting. Unless the staff member has been authorized to use a personal device, personal electronic communications use at work is limited to break times, non-working hours, or by consent of the supervisor.
- Staff who work on snow days or off site for a special program or activity will receive \$5 per a day or a maximum of \$15 per a pay period for their personal device and internet usage.
- 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



BOYS & GIRLS CLUB
OF LAKE TAHOE

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 and electronic devices provided. While the Club has a secure wireless network, an employee's usage of the Club's network, a Club device, or personal device at the Club may not be private. The Club reserves the right to inspect, search, or investigate a staff member's personal device or Club device as well as any use on the Club server, network, or internet. Staff may refuse to allow supervisors to inspect a personal device; however, that staff person may be 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 and Club members must comply with staff requests to shut down or turn off personal devices when asked. Failure to do so may result in the staff or Club 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: _____