



Media Use and Communications at the Club - Employees

File name: 2025.2_Policy_Media Use and Communications

Policy Statement

The Boys & Girls Club of Lake Tahoe (“Club”) provides employees access to electronic devices and the internet for work-related tasks. All Club devices and communications remain the sole property of the Club. Staff agree not to access or use Club files, passwords, stored communications, or Spillet applications unless they are an authorized user and using them for organizational purposes.

Use of personal devices for work-related tasks is prohibited unless authorized, an emergency, or used on a designated snow or school closure 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 days when the Club is closed for snow or other inclement weather (“snow day”), 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. Use of a personal device for a Club-related emergency will be compensated at the “snow day” reimbursement rate.

Any employee may use a personal device sparingly for personal use or non-work related duties. Personal use should be primarily during breaks and when members and members’ parents or guardians are not present. All employees who use their personal electronic devices or communications during work hours for personal and/or non-personal use must review and sign the Staff Personal Device Policy Permission Form (see Appendix I).

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.

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



BOYS & GIRLS CLUB
OF LAKE TAHOE

not limited to, email, searches, and websites visited. 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.

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 this policy may result in disciplinary action up to and including termination.

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.

Who Should Read This Policy

Employees
Board of Directors
Volunteers

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



Definitions

“Authorized” users 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 “Club 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.

“Personal use” is any non-work related phone calls, text exchanges, email correspondence, internet usage, applications, or other activities on a Club or personal device that are not part of the Club or an employee’s job scope.

The Policy

Electronic devices, communication, and technology are effective tools that help enhance Club programs and support the organization as a whole. The Club provides employees electronic devices and internet access for work-related tasks. All Club devices and communications remain the sole property of the Club. Staff agree not to access or use Club files, passwords, stored communications, or Spillett applications unless they are an authorized user and using them for organizational purposes.

Use of personal devices for work email, phone calls, text messages, applications, and other work-related tasks is prohibited unless authorized, an emergency, or used on a designated snow or school closure day. 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 days when the Club is closed for snow or other inclement weather (“snow day”), 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



**BOYS & GIRLS CLUB
OF LAKE TAHOE**

a snow day or a maximum of \$15 per a pay period) for their personal device and internet usage. Use of a personal device for a Club-related emergency will be compensated at the “snow day” reimbursement rate.

Any employee may use a personal device at the Club sparingly for personal use or non-work related duties. Personal use should be primarily during breaks and when members and members’ parents or guardians are not present. All employees who use their personal electronic devices or communications during work hours must review and sign the Staff Personal Device Policy Permission Form (see Appendix I).

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.

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 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.

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 this policy may result in disciplinary action up to and including termination.

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.

Exceptions: 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 (“Bring Your Own Device” or “BYOD”) within the Boys & Girls Club of Lake Tahoe sites for Club or non-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 communication use at work is limited to non-work related duties, emergencies, or instances approved by the supervisor. Personal use should be primarily during breaks and when members and/or members’ parents or guardians are not present.
- Staff who work on a designated school closure day, such as a snow day, 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. The same rate will be reimbursed for use of a personal device in the instance of a Club-related emergency.
- 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 must abide by password and device locking policies.
- 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



BOYS & GIRLS CLUB
OF LAKE TAHOE

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 member or other minor at the Club without express permission by the Club member's or minor's parent or guardian.
- Staff should not post or tag messages, photos, and/ or videos relating to the Club to any social media accounts unless authorized.
- 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 or from 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.

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 Full Name: _____

Staff Member's Signature: _____

Date: _____

I would like a copy of this policy.