



**BOYS & GIRLS CLUB**  
OF THE LOWER NAUGATUCK VALLEY

Date Issued 2/28/22	Page No. <b>1 of 5</b>
Subject <b>CLUB MEMBER TECHNOLOGY ACCEPTABLE USE</b>	
Original Effective Date	2/28/22

## CLUB MEMBER USAGE

Before a member will be allowed to use the Boys & Girls Club of the Lower Naugatuck Valley's (the Club) technology equipment or their personal device, both the member and his/her parent/guardian will need to read this Technology Acceptable Use policy, and indicate acceptance of this policy when completing our online membership form. Under the Technology Acceptable Use policy, the following relevant principles shall apply:

**Club devices** shall include any and all Club-owned existing and/or emerging technologies and devices that can take photographs, play, and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

**Personally owned devices** shall include any and all member-owned existing and/or emerging technologies and devices that can take photographs, play, and record audio or video, input text, upload and download content and/or media, and transmit or receive messages or images. Emerging technologies and devices include but are not limited to cell phones, computers, tablets, and storage media (e.g., flash drives) as well as communication tools including social media sites, text messages, chat, and websites.

Not all devices are covered within this policy. Unacceptable devices in this policy include, but are not limited to, gaming devices or consoles, laser pointers, modems or routers, and televisions.

**Club purposes** shall include program activities, career development, communication with experts and/or Club peer members, homework, and Club activities. Members are expected to act responsibly and thoughtfully when using technology resources. Members bear the burden of responsibility to inquire with staff when they are unsure of the permissibility of a particular use of technology prior to engaging in its use.

**Authorized use:** 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 locker rooms, restrooms, and other areas where there is an expectation of privacy.

**Appropriate use:** Members may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. 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 actions determined to be appropriate to the Club's existing disciplinary policies including, if applicable, referral to local law enforcement.



Date Issued 2/28/22	Page No. <b>2 of 5</b>
Subject <b>CLUB MEMBER TECHNOLOGY ACCEPTABLE USE</b>	
Original Effective Date	2/28/22

### **Inappropriate communication**

Members must be aware of the appropriateness of 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 the following:

- 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 or create the danger of disruption of the Club environment
- Personal attacks, including prejudicial or discriminatory attacks
- Harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others
- Knowingly or recklessly posting false or defamatory information about a person or organization
- Communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices

If a member is told to stop sending communications, that member must cease the activity immediately.

### **(New section:)**

**Cyberbullying:** Members may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. This behavior is cyberbullying, which is defined as bullying that takes place using emerging technologies and devices. Any cyberbullying that is determined to disrupt the safety and/or well-being of the Club, Club members, Club staff, or community is subject to disciplinary action.

Examples of cyberbullying include, but are not limited to:

- Harassing, threatening, or hurtful text messages, emails, or comments on social media
- Rumors sent by email or posted on social networking sites
- Embarrassing pictures, videos, websites, or fake profiles

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 person's account or accessing another person's files. Members may not use the Club's network to engage in any illegal act, including, but not limited to, arranging for the purchase or sale of alcohol, tobacco, or other drugs; engaging in criminal activity; or



Date Issued 2/28/22	Page No. <b>3 of 5</b>
Subject <b>CLUB MEMBER TECHNOLOGY ACCEPTABLE USE</b>	
Original Effective Date	2/28/22

threatening the safety of another person. Members may not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses.

**Monitoring and inspection:** The Boys & Girls Club of the Lower Naugatuck Valley reserves the right to monitor, inspect, copy, and review files stored on Club-owned devices or networks. In addition, the Boys & Girls Club of the Lower Naugatuck Valley reserves the right inspect and/or review personally owned devices that are brought to the Club.

Parents/guardians will be notified before such an action takes place and may be presents at their choice, during the inspection. Parents/guardians may refuse to allow such inspections, but the member maybe barred from bringing personally owned devices to the Club in the future.

**Internet access:** Personally owned devices used at the Club must access the internet via the Club's content-filtered wireless network and are not permitted to directly connect to the internet through a phone network or other content service provider. The Boys & Girls Club of the Lower Naugatuck Valley reserves the right to monitor communication and internet traffic, and to manage, open, or close access to specific online websites, portals, networks, or other services. Members must follow Club procedures to access the Club's internet service.

**Loss and damage:** Members are responsible for keeping the personal device with them at all times. Staff are not responsible for the security and/or condition of the member's personal device. Furthermore, the Club shall not be liable for the loss, damage, misuse, or theft of any personally owned device brought to the Club.

**Parental notification and responsibility:** While the Boys & Girls Club of the Lower Naugatuck Valley's Technology Acceptable Use Policy restricts the access of inappropriate material, supervision of internet usage might not always be possible. Due to the wide range of material available on the internet, some material might not fit the particular values of members and/or their families. Because of this it is not considered practical for the Boys & Girls Club of the Lower Naugatuck Valley to monitor and enforce a wide range of social values in student use of the internet. If parents/guardians do not want members to access information beyond the scope of the Technology acceptable Use Policy, they should instruct members not to access such materials.

(Three new sections:)

**Digital citizenship:** Club members shall conduct themselves online in a manner that is aligned with the Boys & Girls Club of the Lower Naugatuck Valley's Code of Conduct. The same rules and guidelines members are expected to follow offline (i.e. in the real world) shall also be followed when online. Should a member behave online in a manner that violates the Boys & Girls Club of the Lower Naugatuck Valley's Code of Conduct, that



Date Issued 2/28/22	Page No. <b>4 of 5</b>
Subject <b>CLUB MEMBER TECHNOLOGY ACCEPTABLE USE</b>	
Original Effective Date	2/28/22

member shall face the same discipline policy and actions they would if their behavior had happened within the physical Club environment.

**Club-owned-and-operated technology:** Members are expected to follow the same rules and guidelines when using Club-owned technology. Club technology and systems are the property of the Club are intended to be used for Club purposes, and are to be used during approved times with appropriate supervision. Club members shall never access or use Club technology or systems without prior approval.

**Digital citizenship and technology safety training:** All members who wish to use a Boys & Girls Clubs device or equipment will be required to successfully complete a Boys & Girls Clubs of America-provided digital citizenship and technology safety training. This training is required for all members annually.

(On our 2020 Policy, not BGCA policy)

#### **Parent & Member Permission Form**

Any parent or guardian who wishes that their child use a personally owned electronic device or a Club device within the Boys & Girls Club of the Lower Naugatuck Valley must read and agree to this policy and indicate their acceptance when completing our online membership form.

1. In order to utilize the Club's technology services, Club devices, or personally owned devices (including the wireless network), members and parents/guardians must review and agree to this Club Member Technology Acceptable Use Policy. This is considered a legally binding agreement.
2. The member will take full responsibility for their own device/s and keep it 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 the device or loss/damage/theft of a personally owned device.
3. The member is responsible for the proper care of their personal device, including any costs of repair, replacement, or any modifications needed to use the device at the Club.
4. Members should only use their device to access services, networks, and files relevant to Club-sanctioned programs. Members should only use the features of their device, including (but not limited to) taking or transmitting pictures, videos, location information, or other features in accordance with Program offerings.
5. Members may not use the devices to record, transmit, or post pictures, videos, or other information of or about a person or persons at the Club. Nor can any images, video, or other information recorded at the Club be transmitted or posted at any time without the express permission of Club staff.
6. Members must use the Club's secured wireless network. Use of cellular (e.g., 3G, 4G, 5G) cellular wireless connections is not allowed.



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Date Issued 2/28/22	Page No. <b>5 of 5</b>
Subject <b>CLUB MEMBER TECHNOLOGY ACCEPTABLE USE</b>	
Original Effective Date	2/28/22

7. The Club reserves the right to inspect a member's personal device. Parents/Guardians will be notified and allowed to be present before any such inspection takes place. Parents/guardians are free to refuse to allow Club staff to inspect a 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 the device 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 disciplinary action.

By acknowledging these procedures on our online membership application, you are agreeing to the following statements:

#### **Member Acknowledgement**

I, the member of the Boys & Girls Club of the Lower Naugatuck Valley, have reviewed the Club Member Technology Acceptable Use Policy. I understand that any violation of the policy may result in revocation of technology privileges and possible further disciplinary action.

#### **Parent/Guardian Acknowledgement**

I, the legal guardian, have reviewed the Club Member Technology Acceptable Use Policy for the Boys & Girls Club of the Lower Naugatuck Valley. My child is also aware of the terms and conditions.