

Bring Your Own Device Policy Template

The [**Name**] Boys & Girls Club adopts this policy to maintain a safe and secure environment for members, staff, volunteers and others.

Personally-owned devices are permitted for use during Club time for Club purposes and in approved locations only. The Club expressly prohibits the use of personally owned devices in locker rooms, restrooms and other areas where there is an expectation of privacy.

Use of a personally-owned device or Club technology in contravention of this policy, 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 policies including, if applicable, referral to local law enforcement.

- **Personally-owned devices.** A personally-owned device includes all member-owned existing and 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.** Club purposes 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, including personally-owned devices. Members are responsible for asking staff when they aren't sure of the permissibility of a particular use of technology prior to engaging in the use.
- **Inappropriate communication.** Inappropriate communication includes, but is not limited to, 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 potentially disrupt the Club environment; personal attacks, including prejudicial or discriminatory attacks; harassment (persistently acting in a manner that distresses or annoys another person) or stalking others; knowingly or recklessly posting false or defamatory information about a person or organization; and 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.

Members may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. This behavior is cyberbullying, which is bullying that takes place using emerging technologies and devices. Examples of cyberbullying include mean

text messages or emails; rumors sent by email or posted on social networking sites; and embarrassing pictures, videos, websites or fake profiles. Any cyberbullying is subject to disciplinary action.

Members must be aware of the appropriateness of communications when using Club or personally owned devices. Inappropriate communication is prohibited in any public messages, private messages and material posted online by members.

- **Monitoring and inspection.** Boys & Girls Club of [**Name**] reserves the right to monitor, inspect, copy and review a personally owned device that is brought to the Club. Parents/Guardians will be notified before such an inspection takes place and may be present, at their choice, during the inspection. Parents/Guardians may refuse to allow such inspections. If so, the member may be barred from bringing personally owned devices to the Club in the future.
- **Internet access.** Personally-owned devices used at the Club are not permitted to directly connect to the internet through a phone network or other content service provider. Personally-owned devices must access the internet via the Club's content-filtered wireless network. Boys & Girls Club of [**Name**] 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 devices with them at all times. Staff are not responsible for the security and condition of the member's personal device. Furthermore, the Club is not liable for the loss, damage, misuse or theft of any personally owned device brought to the Club.
- **Parental notification and responsibility.** [Club name's] Internet Acceptable Use Policy requires that members do not access inappropriate material online at the Club. However, supervision of usage by staff may not always be possible while members use the internet. Due to the wide range of material available on the internet, some material may not fit the particular values of members and their families. Because of this, it is not practical for [Club name] to monitor and enforce a wide range of social values in member use of the internet. If parents do not want members to access information beyond the scope of the Internet Acceptable Use Policy, parents should instruct members not to access such materials.