

# Boys & Girls Clubs of Portland Metro (“BGCP”) Technology Safe Usage Policy

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Effective date: 01/06/2020

BGCP is adopting the following guidelines for members, their guardian, volunteers, and staff to utilize technology, in all forms e.g. cell phones, data devices, internet, or whatever so means in a safe manner:

1. All members, their guardian, volunteers, and staff shall each sign this policy.
2. Members must use the BGC Kids login authorized by the organization when using any Club based device.
3. Members may not login using a staff person’s account. Printing needs that may require facilitation through a staff account must be supervised by the Staff member.
4. Member cell phones should not be out during Club hours unless under the guidance of staff for program purposes or when contacting parents or guardians while at the front desk under staff supervision.
5. If Members are using personal devices for program while in the Club, they must use the BGCP Guest Wi-Fi as it enforces BGCP internet safety requirements.
6. Members must never post or trade personal pictures of themselves or others while on Club property, on field trips or while attending BGCP events.
7. Members must never reveal personal information, such as address, phone number, school name or location while using BGCP devices unless under the guidance of a Staff for a list of approved official BGCP document and recordkeeping needs.
  - Users will not use BGCP technology to access material that is profane or obscene, advocates illegal or violent activities, or advocates discrimination towards other individuals or groups.
  - Users will use technology specifically for educational or career development activities.
  - Users will not use any BGCP technology to play games that have been downloaded onto a technology device, or that are played on the Internet.
  - Users will not use the Internet or other technology media to access chat rooms or any type of instant messaging.

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8. Members must never meet or get together with another person or anyone met over the internet through use of Club accounts, devices or on Club property.
9. Members must never send or directly respond to a threatening email, messages, posts, or text but must report to Staff any internet activity, communication or conversation that is hurtful or threatening.
10. Cyber bullying is not allowed and will not be tolerated!!! Members must not participate in any form of cyberbullying.
11. Parents, Volunteers, and Staff should refrain from using their cell phones or electronic devices while in the Club unless it is for work purposes or for an emergency.