

Memo to Parents

The Boys and Girls Clubs of West Springfield has adopted a Bring Your Own Device (BYOD) policy for its clubs.

This policy will allow members to bring many of their own technology devices, including laptops, tablets and/or smartphones, to the Club for educational use in our facilities. However, members are never required to bring their personal technology to the Club. All members will be able to continue to utilize our Club technology equipment and no member will be left out of a program experience because they do not have a personal device.

- If you would like your child to participate in this program, please read and discuss the following Acceptable Use policy with your child. If you and your child agree, return the portions with your names and signatures to Club staff.
- If you would not like your child to participate, you do not need to take any action.

Thank you for your understanding and reinforcement of the procedures and expectations for this initiative.

Your suggestions and feedback are always welcome. If you have questions about the BYOD program, please contact Program Director Steve Winston at (413)736.1831 x108.

Acceptable Use Policy

The West Springfield Boys and Girls Club adopts this policy in order to maintain a safe and secure environment for members, staff, volunteers and others.

A personally owned device shall include 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 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 the use.

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

Any inappropriate use of a 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 policies including, if applicable, referral to local law enforcement.

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; 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 utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. This behavior is cyberbullying, 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 cyber bullying that is determined to disrupt the safety and/or well-being of the Club, Club Member, Club Staff or community is subject to disciplinary action.

Members must be aware of 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 and Girls Club of West Springfield 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 but 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 and 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 the device with them at all times. Staff are not responsible for the security and condition of the member's personal device. Furthermore, The Club shall not be liable for the loss, damage, misuse, theft of any personally owned device brought to Club.

Parental Notification and Responsibility. BGCA's Internet Acceptable Use Policy restricts the access of inappropriate material and while using the internet supervision of usage may not always be possible. Due to the wide range 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 BGCA to monitor and enforce a wide range of social values in student 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.

Parent & Member Permission Form

Any parent who wishes that their child use a personally owned electronic device within **The Boys & Girls Club of West Springfield** must read and sign this agreement and submit to Club staff.

1. In order to utilize the Boys & Girls Club BYOD services (including the wireless network), members and parents must review and sign the Acceptable Use Policy. This is considered a legally binding agreement.
2. The member will take full responsibility for his or her device and keeps it with himself or herself at all times. Members may not lend their device 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, files relevant to Club sanctioned programs. Members should only use the features of their device, including (but not limited to) taking or transmitting pictures, video, location information or other features in accordance with Program offerings.
5. Members may not use the devices to record, transmit or post pictures, video 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) cellular wireless connections is not allowed.
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.

I, the undersigned, as a member of the Boys & Girls Club of West Springfield, have reviewed the Acceptable Use Policy and guidelines. I understand that any violation of the policy or guidelines may result in revocation of technology privileges and possible further disciplinary action.

Member's name:

Member's Signature:

Member's Cell Phone Number: _____

Date:

I, the undersigned legal guardian, have reviewed the Acceptable Use Policy and guidelines for the Boys & Girls Club of West Springfield. My child, _____, is also aware of the terms and conditions.

Parent's name:

Parent's Signature:

Date: