

ACCEPTABLE USE POLICY-TECHNOLOGY

Purpose

The Boys & Girls Clubs of Metro Atlanta shall provide access for employees and students to the Club's systems/networks and virtual platforms, including access to external networks, for Club Experience purposes. Club Experience purposes shall be defined as Program space activities, career and professional development, and high-quality self-discovery activities of a youth development nature. The purpose of the system/network and virtual platforms is to assist in preparing youth for success in life and work by providing access to a wide range of information and the ability to communicate with others. The system/network and virtual platforms will be used to increase communication (staff, parent, and youth), enhance productivity, and assist staff in upgrading existing skills and acquiring new skills through a broader exchange of information. The system/network and virtual platforms will also be utilized to provide information to the community, including parents, governmental agencies, and businesses.

Monitored Use

Electronic mail transmissions and other use of electronic resources by youth and employees shall not be considered confidential and may be monitored at any time by multiple designated staff to ensure appropriate use for instructional and administrative purposes. Access to the Club's network and the Internet is a privilege and the youth member's or employee's privilege can be revoked at the discretion of the administration for any violation of the Acceptable Use Policy. Use of personal laptops, tablets, or similar devices must have prior administrative approval. The youth or employee is responsible for the proper care of his or her device.

Liability

The Boys & Girls Clubs of Metro Atlanta shall not be liable for users' inappropriate use of electronic resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users.

The Boys & Girls Clubs of Metro Atlanta shall not be responsible for ensuring the accuracy or usability of any information found on external networks.

The Boys & Girls Clubs of Metro Atlanta cannot guarantee that access will always be available and is not responsible for any loss or corruption of data obtained while using the internet.

Changes to this Policy

The Boys & Girls Clubs of Metro Atlanta reserves the right to change these Acceptable Use Guidelines for Technology at any time. We may update this privacy policy to reflect changes to our information practices. If we make any material changes, then we may notify you by email

(sent to the e-mail address specified in your account) or by means of a notice on www.bgcma.org prior to the change becoming effective. We encourage you to periodically review this page for the latest information on our privacy practices.

Guidelines for Youth Use:

Youth Members are prohibited from:

1. Engaging in any form of cyber-bullying, harassment, or other malicious behavior that would negatively affect another's ability to participate in the Club community.
2. Viewing, sending, or displaying offensive images or messages.
3. Revealing anyone's personal information, such as home address or telephone number.
4. Sharing or re-posting audio, video, or any material of or created by another member or youth development professional without that individual's permission.
5. Sharing and/or using someone else's password to access the computer/network and virtual platforms.
6. Sending massive, inappropriate and unsolicited information through "spamming," chain letters or the like.
7. Using the computer/network and virtual platforms for non-youth developmental purposes (i.e. commercial/political purposes, financial gain, violence or fraud).
8. Attempting to bypass the computer/network and virtual platforms security systems.
9. Trespassing in, deleting or altering others' folders, work, or files.
10. Using the computer/network and virtual platforms in any way that is disruptive to the youth development process (i.e. listening to loud audio or video without headphones or listening to loud audio or video during a livestream without muting your background).
11. Damaging or modifying the computers, computer system, or computer network in any way.
12. Intentionally wasting limited network or Club resources by downloading unnecessary files or through unnecessary printing.
13. Purchasing goods and services for personal use on-line through the computer/network.
14. Abusing or vandalizing system software, applications, files, or other network resources.

15. Accessing any social media networking websites for non-youth developmental purposes during the allotted time for The Virtual Club Experience.

16. Using mobile electronic devices of any kind without direct permission from a staff member for appropriate youth developmental purposes.

17. Violating any federal, state, or local laws including, but not limited to copyright, plagiarism, libel, and slander laws.

Improper Use/Consequences:

Violations of the Acceptable Use Policy may result in loss of program privileges, as well as other disciplinary action including Behavior Reflection, Suspension, Expulsion from the Program or Club and/or police involvement.