Computer/Internet Use and Internet Safety Policy for BGCSM Members

The following policies and procedures were developed to support safe use of computers/devices, network, and Internet services by members of Boys & Girls Clubs of Southern Maine (BGCSM). BGCSM allows for use of computer/devices, network, and Internet services to support programming and education consistent with our mission. These policies and procedures were developed consistent with the BGCSM member code of conduct and are designed to support good digital citizenship by our members.

All members are responsible for their actions and activities involving BGCSM computers/devices, network and Internet services, and for their computer/devices files, passwords and accounts. While compliance with these rules is mandatory, the examples set forth in the rules are designed to provide general guidance concerning the use of BGCSM’s computers/devices and examples of prohibited uses. These procedures do not attempt to describe every possible prohibited activity by members. Members, parents and BGCSM staff who have questions about whether a particular activity is prohibited are encouraged to contact the Business/IT Manager. These procedures apply to all BGCSM computers/devices and all other computers/devices used on BGCSM property, and all uses of BGCSM servers, Internet access and networks regardless of how they are accessed.

Computer use is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges and additional disciplinary and/or legal action. The Unit Director will have final authority to decide whether a member’s privileges will be denied or revoked.

A. Acceptable Use

1. BGCSM computers/devices, network and Internet services are available to support programming and education consistent with BGCSM’s mission.

2. Members must comply with all BGCSM policies, rules and expectations concerning member conduct and communications when using computers/devices when on BGCSM property.

3. Members must comply with all specific instructions from BGCSM staff and volunteers when using computers/devices.

B. Prohibited Uses

Unacceptable uses of computers/devices include, but are not limited to, the following:

1. Accessing or Communicating Inappropriate Materials – Members may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages or any
other materials or messages otherwise harmful to minors.

2. **Illegal Activities** – Members may not use computers/devices, network and Internet services for any illegal activity or in violation of any BGCSM policy/procedure or rules.

3. **BGCSM Role** – BGCSM allows for use of computer/devices, network, and Internet services to support programming and education consistent with our mission. BGCSM assumes no responsibility for illegal, offensive or otherwise prohibited activities of members while using BGCSM computers/devices or personal computers/devices when on BGCSM property.

4. **Copyrights or Software Licenses** – Members may not copy, download or share any type of copyrighted materials (including, without limitation, photographs, logos, images, artwork, video, music or films) without the owner’s permission; or copy or download software without the express authorization of the Business/IT Manager. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. BGCSM assumes no responsibility for copyright, trademark or licensing violations by members.

5. **Plagiarism** – Members may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, photographs, logos, images, artwork, etc.). When Internet sources are used in a member’s work, the sources of the copyrighted works must be displayed, including the author and the publisher, and the website must be identified.

6. **Misuse of Passwords/Unauthorized Access** – Members may not share passwords; use other users’ passwords; access or use other users’ accounts; or attempt to circumvent network security systems. Avoiding BGCSM Filters – Members may not attempt to disable or circumvent Internet sites or content blocked by the BGCSM filters.

7. **Malicious Use/Vandalism** – Members may not engage in any malicious use, disruption, or harm to BGCSM computers/devices, network and Internet services, including, but not limited to, hacking activities and creation/uploading of computer/device viruses.

C. **No Expectation of Privacy**

BGCSM retains control, custody and supervision of all computers/devices, networks and Internet services owned by BGCSM. BGCSM reserves the right to monitor all computer and Internet activity by members on BGCSM property. Members have no expectation of privacy in their use of BGCSM computers or devices, including, without limitation, e-mail and stored files. In the United States, law enforcement may monitor phone calls and broadband (Internet) traffic. Local and Federal agencies have the right to search Internet activity upon request.

D. **Member Security**

A member is not allowed to reveal his/her full name, address, telephone number, or other personal information on the Internet while using a BGCSM computer or
device without prior permission by BGCSM staff. Members should never agree to meet people they have contacted through the Internet without parental permission. Members should inform BGCSM staff if they receive, discover or otherwise access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

E. System Security

The security of BGCSM computers/devices, networks and Internet services is a top priority. Any member who identifies a security problem (for example, if a virus or malware message is displayed or if access is gained to an inappropriate website) must notify a BGCSM staff member immediately. The member will not demonstrate the problem to others or access unauthorized material.

F. Additional Rules for Use of Privately-Owned Computers/Devices by Members

1. BGCSM is not responsible for damage, loss or theft of any privately-owned computer/device.

2. Members are required to comply with all BGCSM policies, procedures and BGCSM rules while using privately-owned computers/devices on BGCSM property.

3. Violation of any BGCSM policies, procedures, or rules involving a member’s privately-owned computer/device may result in the revocation of the privilege of using the computer/device at the Club and/or disciplinary action.

4. BGCSM may confiscate any privately-owned computer/device used by a member on its property without authorization as required by these rules. The contents of the computer/device may be searched in accordance with applicable laws and policies.