



Social Media Guidelines for BGCSM Members

Social media technology can serve as a powerful tool to enhance academic success, communication and learning. Social media is defined as any form of online publication, application or presence that allows interactive communication, including but not limited to blogs, social networks, Internet websites, podcasts, Internet forums and wikis. Examples include Facebook, Twitter and YouTube.

Teen members (ages 13-18) will be allowed to access social media at the Clubs during times as specified by the Unit Director; parents/caregivers of teen members will be notified that this access is part of the computer privileges. Boys & Girls Clubs of Southern Maine (BGCSM) is committed to ensuring that members who utilize social media do so in a safe and responsible manner. These guidelines provide recommended practices of our members for social media use and communication.

Members should understand that accessing the Internet and social media technology at BGCSM is a privilege earned through responsible behavior. More information regarding member use of the Internet is available in BGCSM's *Computer/Internet Use and Internet Safety Policy for BGCSM Members*. This policy can be obtained from the Unit Director.

Guidelines are as follows for using social media technology:

- Members will use appropriate and respectful language at all times.
- Members will never give out personal information such as address, telephone number, email address, social security number, pictures of self or others, or passwords.
- Members will not communicate online with people they do not know in person and they will never agree to meet with someone they met online.
- Members will report to a Club staff member any cyberbullying such as, but not limited to, messages, pictures or other communications that are inappropriate, disrespectful, threatening or discomfoting. (Members will not get in trouble for reporting this activity.)
- Members who use any form of social media to cyberbully (harass, threaten, discriminate, circulate embarrassing photos or disparage) anyone will lose their privileges.
- Members will only post information, photographs, images, video or any other content they are comfortable showing the Club staff, their parents, younger members, future employers and school teachers because, once information is posted online, it is public information.
- Members will remember once something is posted, it cannot be taken back even if deleted.
- Members will not access websites or social media sites that are restricted by BGCSM staff due to inappropriate content.
- Members will adhere to all terms & conditions of the *Computer/Internet Use and Internet Safety Policy for BGCSM Members* and Terms of Services for social media they access.

Members understand that if they do not follow these guidelines, they will face consequences that may include, but are not limited to, loss of Internet privileges, loss of Technology Room use, parent/guardian meeting and suspension from the Clubs. Any questions regarding these guidelines should be discussed with the Club's Unit Director.