



BOYS & GIRLS CLUBS
OF HUNTINGTON VALLEY

CLUB MEMBER CODE OF CONDUCT

Our goal is to maintain a positive and safe environment for all of our members. To meet that goal, the Club sets clear and reasonable limits and expectations that protect members' safety and welfare as outlined in the Code of Conduct.

As a member of the Boys & Girls Club, each child agrees to the following Code of Conduct:

- I will behave in a respectful manner to Club members, Club staff, volunteers, and visitors.
- I will behave with fairness, kindness, and trustworthiness.
- I will value all cultures and individual differences equally.
- I will respect all property belonging to me, other people, and the Club and do my part to keep the building, property, and equipment clean, neat and working properly.
- I will demonstrate a positive attitude and cooperate with Club staff and fellow Club members to respectfully work to resolve problems in a positive manner.
- I will take responsibility for my choices and the results from making those choices.
- I will use appropriate language and good manners.
- I will participate in Club events and activities and follow Club rules.
- I will respect the boundaries of the Boys & Girls Club, staying on the property and only in open Club areas.
- I will dress appropriately for Club activities.
- I understand that the following behaviors are never appropriate and will not be tolerated: possessing illegal or dangerous items, physical violence, retaliation, profanity or foul language, bullying, stealing, lewd conduct, "hanging out" in restrooms or closed program areas, disrespectful attitude, not following staff directions, destruction of property, verbal, sexual, racial, or cultural harassment.

Members must be able to follow the Code of Conduct and participate independently in the Club's recreation program. Failing to adhere to the Code of Conduct will result in disciplinary action as outlined below.

DISCIPLINE POLICY

The Club uses positive discipline techniques to encourage members to meet those expectations and abide by the Club's rules. Positive discipline techniques used at the Club include:

- Making rules and expectations clear.
- Modeling appropriate behavior.
- Acknowledging and rewarding appropriate behavior.
- Encouraging verbalization and problem solving by providing positive suggestions, choices, and redirection.

When a child does not meet the Club's behavioral expectations or abide by the Club's rules for members, the following steps will be taken.

- A staff member will complete an incident report and will discuss the incident with the child's parent.
- Staff will notify parents that their child must be picked up immediately, within one hour. If the child is not picked up immediately, the Club member will be suspended for one day.
- A behavior agreement may be completed outlining the unacceptable behavior and consequences, which may include suspension or membership termination.
- The child may be suspended or have their membership terminated from all Boys & Girls Clubs of Huntington Valley programs. Please note, depending on the severity of the behavior, suspension or membership termination may happen as soon as the first reported incident.



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CLUB MEMBER CODE OF CONDUCT CONTINUED

SUSPENSIONS

- Suspension is used in cases of accumulation of incidents or serious misconduct.
- Students may be suspended from the Boys & Girls Club for a period of 1-5 days.
- No deductions in fees will be made for suspensions.
- Parents will be notified of suspension by a phone call from the Boys & Girls Club.



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CLUB MEMBER USE OF TECHNOLOGY

ACCEPTABLE USE AGREEMENT

The Boys & Girls Clubs of Huntington Valley (BGCHV) authorizes club members to use technology owned or otherwise provided by the BGCHV as necessary for program purposes. The use of BGCHV technology is a privilege permitted at the BGCHV's discretion and is subject to the conditions and restrictions set forth in applicable School-age programs policies and procedures and this Acceptable Use Agreement. The BGCHV reserves the right to suspend access at any time, without notice, for any reason.

The BGCHV expects all club members to use technology responsibly in order to avoid potential problems and liability. The BGCHV may place reasonable restrictions on the sites, material, and/or information that club members may access through the system.

A parent/guardian of every BGCHV club member who is authorized to use BGCHV technology shall sign this Acceptable Use Agreement as an indication that they have read and understand the agreement.

Definitions: BGCHV technology includes, but is not limited to, computers, BGCHV's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through BGCHV-owned or personally owned equipment or devices.

Club Members Obligations and Responsibilities: Club members are expected to use BGCHV technology safely, responsibly, and for program purposes only. The club member using BGCHV technology is responsible for its proper use at all times. Club members shall not share online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they are assigned.

Club members are prohibited from using BGCHV technology for improper purposes, including, but not limited to, use of BGCHV technology to:

1. Access, post, display, or otherwise use material that is discriminatory, libelous, defamatory, obscene, sexually explicit, or disruptive
2. Bully, harass, intimidate, or threaten other Club members, volunteers, staff, or any other individuals ("cyberbullying")
3. Disclose, use, or disseminate personal identification information (such as name, address, telephone number, Social Security number, or other personal information) of another club member, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person
4. Infringe on copyright, license, trademark, patent, or other intellectual property rights
5. Intentionally disrupt or harm BGCHV technology or other operations (such as destroying BGCHV equipment, placing a virus on BGCHV computers, adding or removing a computer program without permission from a BGCHV staff member, changing settings on shared computers)
6. Install unauthorized software
7. "Hack" into the system to manipulate data of the BGCHV or other users
8. Engage in or promote any practice that is unethical or violates any law or BGCHV policy or practice

Privacy: Since the use of BGCHV technology is intended for program purposes, club members shall not have any expectation of privacy in any use of BGCHV technology.

The BGCHV reserves the right to monitor and record all use of BGCHV technology, including, but not limited to, access to the Internet or social media, communications sent or received from BGCHV technology, or other uses. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Club members should be aware that, in most instances, their use of BGCHV technology (such as web searches and emails) cannot be erased or deleted.

All passwords created for or used on any BGCHV technology are the sole property of the BGCHV. The creation or use of a password by a club member on BGCHV technology does not create a reasonable expectation of privacy.



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CLUB MEMBER USE OF TECHNOLOGY ACCEPTABLE USE AGREEMENT CONTINUED

Personally Owned Devices: Personally owned devices are permitted for use during Club time for Club purposes and in approved locations only. The Club prohibits use of personally owned devices in restrooms. If a club member uses a personally owned device to access BGCHV technology, he/she shall abide by all applicable BGCHV programs policies and this Acceptable Use Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

Reporting: If a club member becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of BGCHV technology, he/she shall immediately report such information to the BGCHV staff member or other BGCHV personnel.

Consequences for Violation: Any inappropriate use of a personally owned device, or failure to report a security issue or misuse of technology, 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 appropriate to the Club's existing disciplinary policies including, if applicable, referral to local law enforcement.

Parent Acknowledgment: I have received, read, understand, and agree to read these policies to my child and insure that they abide by this Acceptable Use Agreement and other applicable laws and BGCHV policies and regulations governing the use of BGCHV technology. My child understands that there is no expectation of privacy when using BGCHV technology. I further understand that any violation may result in loss of user privileges, disciplinary action, and/or appropriate legal action.