

# Member & Parent Handbook

2024-2025

*Great Futures Start Here*



MARTHA'S VINEYARD  
**BOYS & GIRLS CLUB**

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- *English is provided here; other languages available upon request*
- *Inglês e fornecidos aqui; outros idiomas disponíveis mediante solicitação*
- *Aquí se proporciona el inglés y; otros idiomas disponibles a petición.*
- *Anglais fournis ici ; autres langues disponibles sur demande*

## **Our Mission**

To provide quality programs, education, and services to the Island-wide youth population that will prepare them for healthy and productive lives through professionally developed programs that help to develop self-esteem, leadership skills, personal values, and mutual respect, in fun and safe environments.

## **Introduction**

This handbook is designed to inform members and parents of the policies and procedures of the Martha's Vineyard Boys & Girls Club. It contains guidelines by which the Club operates and helpful hints that will make a member's experience more enjoyable. Each member and parent should review this handbook as a condition of membership.

The Martha's Vineyard Boys & Girls Club is a non-profit youth organization that seeks to help children from all backgrounds develop the qualities needed to become responsible citizens and leaders.

The purpose of the Club is to promote character development in young people by instilling a sense of competence, usefulness, belonging and influence with each member.

The Boys & Girls Club believes in 5 core areas of programming to educate, inspire, and promote a positive and healthy lifestyle in young people. The 5 core areas are:

- Character & Leadership Development
- Education & Career Development Health & Life Skills
- The Arts
- Sports, Fitness and Recreation

Martha's Vineyard Boys & Girls Club is a private, non-profit organization affiliated with the Boys & Girls Clubs of America (BGCA). We pay annual dues to BGCA and are responsible for raising all our own funding, which we do through individual giving, fundraising, grants, planned-giving and an annual giving campaign. We do not receive funding directly from BGCA.

## **Membership**

All kids deserve the right to be themselves, feel a sense of belonging and have access to opportunities that support their great futures. Membership at the Club is open to all youth who

are 5 years old and enrolled in kindergarten without regard to race, color, creed, ethnicity, religion, national origin, gender, sexual orientation, or gender identity. A parent or legal guardian is required to register children.

**Fees:** The Club does not turn anyone away for the inability to pay. The membership fee is \$35 per child annually. The membership year runs concurrently with the school year. Additional fees may apply for specialty programming.

All membership fees are designated to our general operations expenses.

Registration for our summer program is open to our regular members first, and if all spaces are not filled at that time, registration will be open to the general public. Fees for summer programming are different than the annual membership fee for our after-school programming.

Membership and summer fees are non-refundable.

We are not responsible for your child's supervision until your child is signed in by a staff member at the Club.

As we are not a daycare facility, we do not have the capacity or staff training to provide assistance with youth needing help in the bathroom, cleaning themselves or changing clothes. All members must have the ability to address these needs themselves.

**Children with Special Requirements:** To make sure your child is safe and has positive, meaningful and engaging opportunities while at our Club, we maintain appropriate staff member to child ratios. If your child needs assistance with personal care, has physical restrictions, or if there are behavioral concerns that would require your child to have a personal assistant, it is the responsibility of your family to provide that one-on-one assistant while your child is participating at the Club.

### **Hours of Operation**

The Martha's Vineyard Boys & Girls Club follows the Martha's Vineyard Public School calendar and is available from 2:45 pm–6 pm, Monday-Friday\*. While school is in session, members may come consistently or as a drop-in option. Each afternoon is structured to provide the academic support and enrichment needed to combat learning loss and educational disruption.

\*The Club reserves the right to change its hours and days of operation based on need and/or economic circumstances. If such changes occur, parents will be notified in advance. Additionally, there may be days when it is necessary to close the Club due to unforeseen circumstances such as emergency repairs, inclement weather, etc. As soon as we confirm any of those dates, we will post notices at the Club and send notices through text and email. **The Club will automatically close if Martha's Vineyard Public Schools cancel classes due to weather.** The Club follows Martha's Vineyard Public Schools on ALL weather-related cancellations and delays.

**Holidays:** The Martha's Vineyard Boys & Girls Club follows the Martha's Vineyard Public

School calendar. Except for specialty programming, the club is closed during school breaks. The club will be closed the following holidays: Labor Day, Indigenous Peoples' Day, Veteran's Day, Thanksgiving Day & the day before and after, Martin Luther King, Jr. Day, Memorial Day and Independence Day. This is not an inclusive list and is subject to change dependent upon community and staffing needs.

### **Pick-up Procedure**

All parents/guardians are required to enter the building to pick up their child and to scan them out. Club members will not be allowed to wait outside to be picked up. In accordance with our Safe Passage Policy, members who have permission to walk home must have that marked on their membership application.

### **Pick-Up Policy and Late Pick-Up Fee**

Please remember that the Club closes at **6:00 p.m.** Members need to be picked up by closing time. A late pick-up fee may be charged per child for every 15 minutes you are late. This fee will apply immediately after closing. After one hour, without contact from a parent or guardian the authorities will be notified.

Families who are chronically late to pick up their children will need to meet with the Executive Director or designee to discuss solutions to the problem. Only those people listed on the member registration form contact list will be allowed to pick up your child. Please list at least 2 additional contacts besides yourself.

### **Safe Passage Policy**

In the interest of your child's safety, the Martha's Vineyard Boys & Girls Club has adopted a policy known as our Safe Passage Policy.

- Members under the age of 11 must be retrieved by a parent/guardian or other authorized adult (e.g. Family member, nanny).
- Members aged 11 and older may leave the club unescorted with prior written permission from a parent or guardian and a signed release of liability.
- Members aged 11 and older may also escort other members of their household from the Club with prior written permission and a signed release of liability.
- No member, regardless of age, will be allowed to return to the Club once they leave the premises for the day. The primary reason is to encourage members to stay at the Club for as long as possible, rather than leave the premises unsupervised where they may be exposed to dangers that are beyond the control of our staff.
- Only pre-authorized adults will be allowed to pick up children from the Club. ***All authorized adults will be listed on the membership application.***
- Parents/guardians/authorized adults will enter and exit through the front door to drop off or pick up children. Staff will not respond to phone calls requesting a member to be dismissed unescorted.
- Parents/guardians/authorized adults should be prepared to show ID if requested by staff.
- If an individual attempts to pick up a child and appears to be under the influence of alcohol or drugs (determined by an appropriate staff member), an alternate authorized individual will

be contacted to pick up the child. If the individual insists that the child be released to his/her custody, the local police will be immediately contacted.

- The Club will not physically restrain a member that insists on leaving the Club, nor block the facility's exits. Therefore, it is each parent/guardian's responsibility to discuss the Club's Safe Passage Policy with their child and ensure that he or she complies. The Club will not accept responsibility for members that leave the Club unsupervised and in breach of this policy. However, every attempt will be made to encourage members from leaving without authorization and the parent/guardian will be contacted immediately if a child chooses to leave.

## **Volunteers**

We welcome and need adult volunteers to assist us with our programs. All volunteers must pass a background check and adhere to a schedule set by the Executive Director or designee of the Club.

## **Field Trip Policy**

Permission slips for field trips must be signed prior to participating in a field trip providing parental consent. For field trips that require a fee, the fee must be paid prior to the trip.

If your child acts inappropriately during our field trips, or during the transportation, such as unbuckling their seatbelt before the vehicle has been brought to a complete stop, throwing things within the vehicle, not listening to Staff instruction, and being overall disruptive and disrespectful, this will lead up to Field Trip Suspension and ultimately the inability for us to transport your student. **The safety of our youth is our utmost priority, this includes their time on our vans during transportation and if one student is jeopardizing that it will not be tolerated.**

## **Illness Policy**

If a member is too ill to attend school, then they are too ill to attend the Club. We do not have the staff to attend to sick children nor a place for them to rest quietly. If a member becomes ill while at the Club, the parent/guardian will be contacted and will be required to pick up their child as soon as possible. This is not only for the comfort and safety of your child but the well-being of all our members. ***Staff are NOT permitted to administer medication to youth.***

## **COVID Policy**

As of the Spring 2022, the Martha's Vineyard Boys & Girls Club does not require masking in any of the programming spaces we are occupying. To help prevent any possibility of the spread of COVID, staff may take temperatures of every participating member at the door. If a youth's temperature is **above 100.4** their parent/guardian will be called, and they must be picked up immediately. This member will not be allowed back into any Club location until their temperature have been below 100.4 for a continuous 24-hour time period.

As an extra precaution we will be requiring all members to wash their hands frequently and utilize the hand sanitizer that is available at the Club. Should any family be more comfortable with their youth still wearing a mask we welcome that as we want every individual to feel safe while participating in our programming.

**If a member, staff, or family member of the Club that lives in the same household tests positive for COVID that individual may come to the club as long as they are fully masked and remain asymptomatic. The member must wear a mask while at the club for the 10 days following their exposure. On day 6, the member must take a rapid antigen or PCR or any time symptoms develop.**

### **Expectations of Our Club Members**

- BE courteous of others, including staff, volunteers, and the Club's neighbors.
- BE respectful of yourself, others, and the Club equipment and facilities.
- BE aware of and follow the guidelines of the Club (as given by staff and volunteers).
- BE involved and engaged in a program or activity until it is completed.
- BE helpful in cleaning up and putting away materials you use.
- BE selective and choose only Club approved programs or games on computers and tablets. Violence, swearing, and sexual content are forbidden.
- BE prepared for the weather; wear appropriate clothing, shoes, etc.
- BE ready to have fun!

### **Participation/Programming**

Members are encouraged to participate and stay within their program/group at all times. Most groups are scheduled for 30-45 minutes. Members are encouraged to participate in all activities. The Club is dedicated to introducing children to a wide array of programs to help develop the whole child. Those who refuse to participate must remain with their group and sit quietly.

Membership at the Club is a privilege, and behavior that is disrespectful and potentially dangerous is not tolerated and may result in a verbal warning, time out, parent notification, suspension and even immediate suspension, especially when the safety of another member is at risk. Decisions regarding discipline are final.

### **Expectations of Our Staff Members**

1. Will treat everyone fairly and consistently and in a professional manner.

2. Open communication regarding member's difficulties and accomplishments.
3. Be good role models for our members.
4. Provide positive and supportive relationships.
5. Provide a safe environment on Club property and during Club activities.
6. Provide members opportunities to increase skills in leadership, athletics, and in making healthy choices.
7. Provide educational enrichment.

### **Supervision**

Our staff are trained Youth Development Professionals. A staff member will always oversee each of our designated program areas. Appropriate staff/member ratios are maintained. Please take the time to remind your child of the need to follow Club guidelines and directions at ALL TIMES. All staff have been background checked.

### **Expectations of Our Club Member's Parents**

1. Please respect that our staff are not allowed to text parents regarding their children at any time. All questions or concerns must be addressed to the Program Director only. Staff are not allowed to pick up Club members during Club hours. Staff are cautioned regarding relationships with club parents as this could possibly cause discourse within our program and could potentially cause unsafe circumstances to our members.
2. Approach conflict with staff and/or other parents in a manner that is respectful and is not witnessed by members or other children. If you have an issue with a staff person, please schedule a time to discuss it that is convenient for both you and the Program Director or Executive Director. Remember, they have more than your child they are responsible for and cannot ignore other members to meet with you.
3. **NEVER** confront one of our members who are not your own child. If you have a concern with one of our member's behavior, please address an adult staff person and let them handle it. Treat the other members as you would want your child treated and remember they are still kids.
4. You are responsible for any damages that your child may intentionally or unintentionally cause to Club property.
5. Respond as quickly as possible when members need to be picked up.
6. Maintain open communication with staff, informing us of any accomplishments or issues

so that we may better serve members.

7. Refrain from any physical punishment of children or verbal attacks of children on Club property.
8. Encourage your child to follow Club guidelines
9. Ensure that an up-to-date emergency contact is always available.
10. Expect your child to clean up the area he or she was using before leaving the Club.
11. Understand that the Club is not a day care facility but a resource for children and their families that provides enrichment experiences in each of the five core program areas.

### **Guidelines and Code of Conduct**

The Martha's Vineyard Boys & Girls Club strives to keep the consequences for unacceptable behavior clear, appropriate, and timely. The safety of all members is of utmost importance to us. Our standards, along with the expectation that all members use good common sense, exist to ensure that your child and every other child at the Club can safely enjoy the Club's activities.

The Area Director and Program Staff are responsible for posting a list of Club member guidelines where all members can observe them. It is the responsibility of the Staff to ensure that all members have read the Club guidelines and understand them.

Any member who disrupts programs or creates a dangerous situation will be addressed immediately. Members who do not follow guidelines can expect to lose privileges and face consequences. First-time offenses are never excused as such and will be handled based on their severity. Our staff makes every possible attempt to resolve behavioral problems in a positive and constructive manner. At times, if necessary, consequences may include verbal warning, written warning, mediation, restitution, and/or suspension. If asked to come and pick up your child, you must do so as soon as possible. **Children restricted or suspended for behavioral reasons will not be granted a refund.**

Only the Managing Director and Executive Director have the power to suspend a child.

**Minor offenses:** disruptive during program, unable to follow directions (these are offered as examples and not meant to be an all-inclusive list) could result in:

- 1<sup>st</sup> Offense: Staff will give guidance and redirection
- 2<sup>nd</sup> Offense: Staff will give guidance along with small assignment to complete in order to produce healthy habits.
- 3<sup>rd</sup> Offense: Staff will document and notify Program Director. They will contact parents.
- On-going Offense: Program Director will contact parents and initiate possible solutions that could include community service, writing assignment, and/or suspension.



**Immediate Suspensions:** Will range from 1 days to 4 weeks. This includes bullying, fighting, abusing Club equipment or property, inappropriate non-contact minor sexual behavior, possession of a knife, youth leaving the Club without a staff or approved adult, stealing, disrespecting anyone from a staff to a Club member.

**Indefinite Suspensions:** Possession of a gun, threat with a weapon, hitting a staff member, vandalism, distribution of drugs or alcohol, sexual misbehavior, continuous misbehavior.

**Weapons:** Students who bring weapons of any kind will be immediately suspended from the program. Weapons include, but are not limited to: guns, airsoft guns, paintball guns, knives, leatherman with a knife, any sharp object that can be utilized as a knife, switchblade, shank, etc.

Should any of these objects be found on a member during programming time the appropriate adult and guardian will be contacted and pick up will be immediate with suspension to take effect that day.

**Critical Behavior Problems:** Behavior problems that endanger the safety of program participants, or staff, deliberate destruction of furniture, club property, outdoor features and the like; continuance of previously addressed problems after prior notification to parents are also considered critical. Some critical behavior, such as vandalism or possible assault, could have legal implications. **Parents will be considered responsible for expenses incurred in the destruction of Club or other personal property during display of critically unacceptable behavior.**

**Staff Response to Correcting Behavior:** Stop the behavior and remove the child from the activity area. Immediate notification to parent; child to be sent home and suspended for one week minimum. The parent will be required to discuss the problem with Program Director. Parent and child to be informed that continuance of behavior could result in suspension from entire program.

### **Bullying Prevention Policy**

The Martha's Vineyard Boys & Girls Club is committed to providing all members with a safe and civil environment and will not tolerate any form of bullying at any Club activity on or off Club property. Bullying shall mean any written, electronic, verbal, physical or social act that willfully harms another. Aggravated bullying shall mean willful harm motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, mental disability, physical disability, appearance, or socioeconomic status.

MVBGC Youth Development Activities: Staff and volunteers who observe an act of bullying are expected to take immediate, appropriate steps to intervene. If the staff member or volunteer believes his/her intervention has not resolved the matter, they shall report it to his/her supervisor and document the incident in writing. The Program Director or appropriate staff member will inform the parent or guardian of any member who was observed as a victim or perpetrator of bullying if the issue has not been appropriately resolved. Depending on the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remedy the impact on the victim and change the perpetrator's

behavior.

### **Personal Belongings**

The Martha's Vineyard Boys & Girls Club strongly discourages personal belongings being brought into the Club by a member. In addition, personal property is the responsibility of that child. The Club is NOT responsible for lost, damaged, or stolen items. Please discourage your child from bringing anything to the Club that is not completely necessary. All belongings that your child brings to the Club should be clearly marked with their name and kept in their backpack until they leave.

Items that are not collected from our lost-and-found by the last Friday of each month will be donated to a local charity.

### **Phone**

The phone at the Club is a business phone. Members may call their parents only in an emergency or under necessary circumstances. They will not be allowed to call to see what time or who will be picking them up. The use of the phone is a privilege.

### **Telecommunications and Other Personal Devices**

The Club discourages members from bringing cell phones, personal gaming and music devices such as MP3 players, IPODS, Game boys, Nintendo DS, etc. to the Club or any related activities or field trips. If such devices are brought, they are not to be used without the expressed consent of the Staff and are to be turned off when not in use and are NEVER to be taken in the restrooms or used in rooms where staff members are not present. Staff has the right to confiscate any device at any time members abuse the regulations for its use. The staff at the Club cannot guarantee the safe keeping of confiscated equipment. **Members are not allowed to take any pictures of any other member.**

Any inappropriate texting or sexting (inappropriate picture mail) is illegal and will be investigated and the incident will be turned over to the proper authorities.

### **Respect for Privacy**

You will not re-post a message that was sent to you privately without permission of the person who sent you the message.

You will not post private information about another person.

### **Plagiarism and Copyright Infringement**

You will not plagiarize works that you find on the Internet. Plagiarism is taking ideas or writings of others and presenting them as if they were yours.

You will respect the rights of copyright owners. Copyright infringement occurs when you reproduce a work that is protected by a copyright without authorization.

## **Safety**

Safety is always the Club's primary concern. The Club's policies and procedures are designed to facilitate effective monitoring and supervision in order to keep Club members, staff, and volunteers safe from harm, including abuse, and false allegations thereof.

In conjunction with local law enforcement and public safety personnel, the Club maintains a comprehensive plan to ensure members' safety.

- In the event of an emergency evacuation the person listed as the member's primary contact will be notified by phone.
- Staff and volunteers are trained in the prevention and reporting of suspected child abuse. They also receive training in appropriate staff/member interactions. This includes both appropriate and inappropriate verbal and physical interactions.
- Staff are also trained on how to provide discipline and guidance to members of all ages; staff and volunteers are prohibited from using physical punishment. Staff and volunteers will not abuse members in any way, including (but not limited to): physical, verbal, sexual, and mental abuse, and neglect.
- The Club enforces its policy that establishes a drug and alcohol- free workplace.
- Staff and volunteers must pass background checks before working with members.
- Club members of all ages are prohibited from engaging in the following: hazing, bullying, derogatory name-calling, Truth or Dare or similar games, ridicule or humiliation, sexual activity.

## **Technology Acceptable Use Policy - Club Member Usage**

Before a member will be allowed to use Club technology equipment or their personal device, parent/guardian will need to acknowledge the use of Technology on the member's application. Under the Technology Acceptable Use policy, the following relevant principles shall apply:

**Club devices** shall include any and all Club-owned existing and/or 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.

**Personally owned devices** shall include any and all member-owned existing and/or 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.

**Club purposes** shall 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 its use.

**Authorized use:** Club devices and personally owned devices are permitted for use during approved Club times for Club purposes and in approved locations only. The Club expressly prohibits the use of Club devices or personally owned devices in locker rooms, restrooms, and other areas where there is an expectation of privacy.

**Appropriate use:** Members may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. Any inappropriate use of a Club or 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.

**Monitoring and inspection:** Martha's Vineyard Boys & Girls Club reserves the right to monitor, inspect, copy, and review files stored on Club-owned devices or networks. In addition, Martha's Vineyard Boys & Girls Club reserves the right to inspect and/or review personally owned devices that are 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.

**Loss and damage:** Members are responsible for always keeping devices in their back packs. Staff are not responsible for the security and condition of the member's personal device. Furthermore, the Club is not liable for the loss, damage, misuse, or theft of any personally owned device brought to the Club.

Any inappropriate or unauthorized use of a Club or 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.

Members must be aware of the appropriateness of communications when using Club or personally owned devices. Inappropriate communication is prohibited in any public or private messages, as well as material posted online. 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; or

- 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.

**Cyberbullying:** 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, which is defined as bullying that takes place using emerging technologies and devices. Any cyberbullying that is determined to disrupt the safety and/or well-being of the Club, Club members, Club staff or community is subject to disciplinary action.

Examples of cyberbullying include, but are not limited to:

- Harassing, threatening or hurtful text messages, emails, or comments on social media.
- Rumors sent by email or posted on social networking sites.
- Embarrassing pictures, videos, websites, or fake profiles.

Members may not attempt to gain unauthorized access to the Club's network, or to any other computer system through the Club's network. This includes attempting to log in through another person's account or accessing another person's files. Members may not use the Club's network to engage in any illegal act, including, but not limited to, arranging for the purchase or sale of alcohol, tobacco, or other drugs; engaging in criminal activity; or threatening the safety of another person. Members may not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses.

**Internet access:** Personally owned devices used at the Club must access the internet via the Club's content-filtered wireless network and are not permitted to directly connect to the internet through a phone network or other content service provider. Martha's Vineyard Boys & Girls Club 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.

**Parental notification and responsibility:** While the Martha's Vineyard Boys & Girls Club Technology Acceptable Use Policy restricts the access of inappropriate material, supervision of internet usage might not always be possible. Due to the wide range of material available on the internet, some material might not fit the particular values of members and/or their families. Because of this, it is not considered practical for Martha's Vineyard Boys & Girls Clubs to monitor and enforce a wide range of social values in student use of the internet. If parents/guardians do not want members to access information beyond the scope of the Technology Acceptable Use Policy, they should instruct members not to access such materials.

**Digital citizenship:** Club members shall conduct themselves online in a manner that is aligned with the Martha's Vineyard Boys & Girls Club Code of Conduct. The same rules and guidelines members are expected to follow offline (i.e., in the real world) shall also be followed when

online. Should a member behave online in a manner that violates the Martha's Vineyard Boys & Girls Club Code of Conduct, that member shall face the same discipline policy and actions they would if their behavior had happened within the physical Club environment.

**Club-owned-and-operated technology:** Members are expected to follow the same rules and guidelines when using Club-owned technology. Club technology and systems are the property of the Club, are intended to be used for Club purposes and are to be used during approved times with appropriate supervision. Club members shall never access or use Club technology or systems without prior approval.

**Digital citizenship and technology safety training:** All members who wish to use a Boys & Girls Clubs device or equipment will be required to successfully complete a BGCA-provided digital citizenship and technology safety training. This training is required for all members annually.

**Illegal Activities:** Club members will not attempt to gain unauthorized access to the MVBGC network or to any other computer system through the MVBGC network. This includes attempting to log on through another person's account or access another person's files. These actions are illegal, even if only for the purpose of "browsing".

Club Members will not attempt to make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses.

Club members will not use the MVBGC network to engage in any illegal act, including but not limited to arranging for the purpose or sale of drugs or alcohol, engaging in criminal activity, or threatening the safety of another person.

**System Security:** Members are responsible for their individual user account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should they ever provide their password to another person.

Members will immediately notify a Club staff member or adult volunteer if you have identified or witnessed a possible security problem.

**Disciplinary Actions of Technology Misuse:** Members who violate the Acceptable Technology Use Policy or Responsible Use Guidelines may be denied future Internet and/or network privileges for a defined period of time or may be subject to other disciplinary measures as set forth by the Martha's Vineyard Boys & Girls Club.

## **VIDEO CAMERA SURVEILLANCE POLICY**

The Martha's Vineyard Boys & Girls Club recognizes that maintaining the safety and security of Club members, staff, volunteers, and Club property is best implemented with a multifaceted approach. Modern technology, including video surveillance, can provide tools to maintain safety and security. While video surveillance does not replace appropriate supervision by Club personnel, it can provide an additional layer of protection. Video surveillance, without or without

audio recording capabilities, will be utilized in and around the Club facility, on Club property, and on any Club transportation vehicles. Video surveillance shall be in accordance with all applicable laws pertaining to such use.

**Placement and Notification:** Video surveillance equipment may be installed in and around Club facilities, property, and vehicles. The system provides constant monitoring 24/7 (is activated and records when motion is detected). Video surveillance equipment will not be used or installed in areas where Club Members, staff, and parents/guardians have a reasonable expectation of privacy, such as locker rooms and restrooms. Video surveillance equipment may always be in operation, whether the Club is operational and whether the facilities or buildings are in use at all. The Club will determine the operation schedule of any video surveillance equipment in its discretion. Video monitors shall not be in an area that enables public viewing. The Club shall notify Club members, parents/guardians, staff, and the public that video surveillance systems are present by signs prominently displayed in appropriate locations throughout the facilities and grounds and provide any other notification or consent as required by applicable law.

**Access to Video Images:** The use of video surveillance equipment on Club grounds shall be supervised and controlled by the Executive Director or Managing Director. The actual recording equipment will be maintained in an area or room that is locked and secure to only be accessed by authorized personnel. Live video monitoring may randomly occur as needed. Video data is recorded and stored digitally. Video recording data is considered confidential and secure. Access to live and video recorded data is strictly limited to the following authorized full-time Boys & Girls Club personnel: Executive Director and Managing Director. These authorized personnel are trained on the video surveillance policy and how video data should be used during any official investigation. Video recording data may be used as evidence that a Club member, parent/guardian, staff member, volunteer, or other person has engaged in behavior that violates state or local law, policies, and/or Club rules. Video footage is subject to production by a valid subpoena or other court order.

**Unauthorized Access and/or Disclosure:** Confidentiality and privacy concerns limit the general public, including parents and relatives of Club members, from viewing video recording footage and/or data involving Club members, staff, and volunteers. Only the authorized personnel provided above can view and/or export video recording data. No unauthorized recordings are permitted of video recording data through cell phones, portable devices, or any other means. Any Club personnel who become aware of unauthorized disclosure of video recording data from the Club and/or a potential privacy breach must immediately inform the Executive Director. Club personnel and volunteers are prohibited from unauthorized use of, tampering with or otherwise interfering with video surveillance equipment. Violations will be subject to disciplinary action that may include, but are not limited to, written reprimand, suspension, demotion, or termination of employment. Video recording data will remain the property of the Martha's Vineyard Boys & Girls Club and may be reproduced only in accordance with applicable law and board policy.

**Retention of Digital Images:** Event video recording data shall be kept for approximately 60 days and 10 days for 24/7 continuous video history except for appropriate still shots or selected portions of the recorded data relating to any incidents under investigation by authorities. The latter shall be retained for one year after the incident or until such time as any legal matters pertaining to the recordings have been resolved. The stored media shall be kept in a password

protected virtual location. In situations involving banned parents/guardians, former employers or volunteers, or visitors, stored still images may be shared with Club personnel and appropriate officials.

**Club Member Privacy:** Video recording data will not to be used directly or indirectly to identify the activities of individual Club members except as viewed in relation to a specific event or suspected criminal activity; suspected violation of Club policy or rules; incidents where there is reasonable basis to believe a claim may be made against the Club for civil liability; or if otherwise compelled by law. Authorized Club personnel may use a still shot or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a potential crime on Club property. A copy of this policy will be shared with any Club member, parent/guardian, or staff member upon request.