YSO Policy: Media Use

This policy is a combination of policies from an athletic/adventure-based program and a work-readiness training program for youth. For this policy, BE SAFE recommends the following:

- Be aware that constant cell phone use could be a sign of an abusive or controlling relationship. Youth workers should check-in with young people in a caring, nonjudgmental, and private space about who they are talking to and what they think will happen if they are unable to text back immediately. Safety should be the number one priority in assessing these situations.
- Recognize that most cell phones are also cameras, and include a rule about what to do when youth take pictures of each other without each other's permission;
- Emphasize the positive aspects of internet usage, such as how youth can be informed by reading local and global news publications;
- Train staff and youth about how bullying, stalking, and texting can often occur over technology;
- Include resources or trainings for youth to help them understand their legal rights and the risks they are taking by electronically communicating about substances, for example;
- Encourage staff to NOT give out their personal email addresses, cell phone numbers, twitter handles, facebook names, etc. Rather, help staff create a professional social networking presence to interact with youth;
- Include examples of what is NOT acceptable internet behavior. (*For example, it is unacceptable to post harassing comments, oppressive or violent language, or illegal activities on social networking sites*).

Policy:

Cell phones

To limit outside distractions for everyone and to ensure that people are attentive and focused on the programming while at Program J, all cell phones must be turned off upon entering the premises.
  a. No texting or calling will be permitted unless the youth are contacting their parent/guardian.
  b. Parent/guardian contact can only be initiated after permission is given by a staff member.
  c. Under special circumstances, youth may make other short phone calls after asking permission of a staff member.
  d. A youth will be given one warning per day about inappropriate cell phone use in the center. A second warning will warrant a staff member confiscating the youth's phone for the remainder of the day, until youth leaves program.

Cameras/Camera phones

Advances in technology are enabling new forms of social interaction that may extend beyond the appropriate use of cameras or recording devices. The following rules are meant to ensure the appropriate use of digital media:
  a. Inappropriate use of cameras, imaging, cell phones or digital devices is prohibited. It is inappropriate to use any device capable of recording or transmitting visual images in showers, restrooms, changing rooms or other areas where privacy is expected by participants.
  b. Participants must sign a media release form before pictures or videos can be used for reports, advertising or promotional materials. (S*ee the Appendix for liability waiver and media release forms).*

These forms must be used verbatim and cannot be modified by individual programs without approval by the Office of Risk Management or the Office of General Counsel.

YSO Policy: Media Use

<u>Internet Access</u>

It is the policy of Program J to permit students to have internet access. With access to computers and people all over the world, comes the availability of material that may not be considered to be of educational value in the context of the educative setting. On a global network, it is impossible to control all materials and an industrious user may discover inappropriate information.

Staff will instruct and supervise program participants on acceptable use of the internet resources and proper network etiquette. An *Acceptable Use Contract* must be signed by the student and his/her parent or guardian. The purpose of this policy is to ensure all students and parents/guardians understand the guidelines that must be followed to gain internet access.

Participants will have a maximum of 30 minutes at a time of internet and computer use. Staff will monitor time and will redirect students to other activities once their time limit has been met. The program will utilize the internet and computer access throughout its duration to promote the building of skills with technology. These activities could include, but are not limited to:

a. Power Point Presentations
b. Microsoft Word Software
c. Graphic software
d. Building websites
e. Navigation of websites
f. Search engines