



BGCCIL Internet Policy & Safety Considerations

Prohibition of 1:1 Contact – Club staff are **never** allowed to communicate directly or independently with individual youth through any virtual or phone communications; this also includes **ALL** social media platforms. Staff are to follow BGCCIL guidelines for Zoom conferences and similar meetings to ensure a prohibition on 1:1 contact.

Communications and Supervision Policy – More than one staff must be on all outgoing and/or incoming virtual and/or telephone communications and it must target or include a group, or ideally, all youth members; to ensure compliance with BGCCIL’s 1:1 contact policy.

Club Staff utilizing Zoom or similar meetings to host the virtual experience must:

- Ensure the chat feature is set to “Everyone Publicly” at the start of each session, to make sure that youth are unable to communicate directly and/or privately.
- At the end of each session, save the chat log locally to ensure an audit trail of all communications exists.

Privacy Policy Compliance – Many software tools collect and sell information about users. It’s crucial that software selected by BGCCIL take responsible care of information from participants, including youth.

Parental Consent – Prior to communicating or interacting with youth members, it is required that BGCCIL staff gain parental consent. The Parental consent form must be completed in order to register youth members for V-Club.

Personal contact information sharing – Club staff will monitor and strictly prohibit personal contact information sharing. Personal contact information includes phone numbers and providing access to personal social media platforms i.e. sending/receiving friend requests, messaging, and/or invites and following on any social media platform.

**Additional policy and safety implications are needed to ensure the distance experience is safe -
Two key considerations come into play:**

- **Online security** – Club staff must have a way to know the members in their session are part of their V-Club Unit; their session is not open for youth (or others) to join at-large. As a policy, Club staff will be sure the technology they select requires verified login (perhaps using e-mail addresses) and allows them to see the full names of participants in order to gain access.
- **Content appropriateness** – Club staff will ensure the websites and/or other distance experiences they select are appropriate for their audience and check all tools before messaging outward. Codes of conduct and guidelines for appropriate behavior are important to establish during the first program day. BGCCIL’s code of conduct can be found here.



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Communication and Coordination

Parent/Guardian communication and member coordination are essential– The following means will provide simple, effective communication outbound to parents and youth:

Group Text Messaging – BGCCIL utilizes the group text application called “Remind App”. Parents, guardians or other caregivers will automatically be enrolled in this service upon V-Club enrollment and may opt out at any time. Club Staff will send coordinating communications to parents and caregivers, only, to ensure youth members know when and how to join V-Club sessions. Please be aware that our communications to parents/guardians may be frequent but are necessary to ensure that youth members have up-to-date information regarding the V-Club program day and/or any potential changes in schedule or program content.

Program Experiences - BGCA has created the MyFuture platform to help Club staff deliver high-quality program experiences. Many of its activities are project-based and can be completed by members from home. Furthermore, the platform itself is flexible in that it can be accessed via computer, tablet or mobile phone. MyFuture is an ideal programmatic platform to suit the at-home/distance-based V-Club experience.

Home Internet Access

BGCCIL is aware not all members have quality home-internet access. The solution we are providing is designed to work for as many members as possible, though there still may be some gaps. BGCCIL will do what we can to maximize youth member participation.

Currently, “Comcast is taking immediate steps to help connect families to the Internet at home. Effective Monday, March 16, 2020, anyone who signs up for Internet Essentials will receive two free months of Internet service. We are also increasing the speed of the program to 25 Mbps downloads, and 3 Mbps uploads for all new and existing customers.”

More information can be found here: <https://www.internetessentials.com/covid19>