



# NATIONAL YOUTH LEADERSHIP TRAINING (NYLT)

## Potawatomi Area Council, Scouting America

### Staff Technology Use Policy

**Summary:** This policy is intended to lay the framework for acceptable use guidelines and understanding of the use of technology by NYLT Staff for Potawatomi Area Council's National Youth Leadership Training course.

#### Guidelines:

1. All appropriate rules must be followed with regards to the rules and guidelines found in the "Guide to Safe Scouting" and also must comply with "Youth Protection" rules.
2. Inappropriate use of smartphones, cameras, imaging, or digital devices are prohibited. Although most Scouts and Scouters use cameras and other imaging devices responsibly, it is easy to unintentionally or inadvertently invade the privacy of other individuals with those devices. The use of any device capable of recording or transmitting visual images in or near shower houses, restrooms, or other areas where privacy is expected is inappropriate. – "Guide to Safe Scouting." Note: The use of smart phones is prohibited during the National Youth Leadership Training course.
  - a. If a staff member is seen breaking the above core rules the staff member's device will be confiscated and held by the Administrative Coordinator to be returned at the end of the program.
  - b. If needed, the guardian/parent of the staff member will be contacted and any other required Youth Protection guidelines' actions will be followed.
3. Staff and parent(s), if under 18, must sign and acknowledge the PAC NYLT –Technology Use Policy prior to the use of an electronic device during the NYLT course week.
4. Participants need to use the technology to facilitate their leadership development and understanding of course information, materials and activities.
  - a. Staff members will not use technology to exclude others in the course, such as secret messages, chat, picture chat, and forums.
  - b. Any usage or assumed usage that does not relate to the NYLT program will lead to confiscation of the device.
5. The NYLT adult staff will take pictures/videos throughout the week to share experiences, document activities and fun and to build excitement about NYLT. Therefore, youth staff is prohibited from taking additional pictures and/or videos of their experiences. These pictures/videos will be made available to staff and participants at the end of the course.
6. Do not let technology detract from the outdoor experience, the program experience, or the Scouting experience for the NYLT Course.
  - a. NYLT leadership have discretion to request staff members power off, put away, or temporarily or permanently confiscate a device (to be returned at the end of the program).
  - b. Ringers and alert messages need to be silenced/muted to not be a distraction from the program.
  - c. Devices with external cellular/mobile data services (i.e. cell phones) are allowed during staff worktimes and downtimes.
7. During all aspects of the NYLT program, cellular/data devices are not to be used in front of or with participants. If a staff member's device usage is apparent to participants, an adult leader may confiscate the device at their discretion.
8. The staff member is fully responsible for their device's care and safe keeping. The Potawatomi Area Council, nor National Youth Leadership Training Course and Staff, are not responsible or liable for electronic devices that the staff member uses during Staff Development or the NYLT course.
  - a. The NYLT course will provide a safe-keeping area for charging and placement of electronic devices away from weather in the dining hall for use by staff members. The NYLT course suggests the use of a protective carrying method as the participants are required to travel varying distances to events and activities during the course.
9. Some NYLT activities, dictated by the NYLT adult staff may not allow devices, and will be communicated ahead of time.

By signing this PAC NYLT Technology Use Policy, I pledge to abide by it and understand that violating this Policy coupled with the NYLT Code of Conduct will result in disciplinary action.

Staff Member's Name: \_\_\_\_\_

Staff Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_