

## PRIOR TO YOUTH RECEIVING ACCESS TO ANY ELECTRONIC DEVICES AN AGREEMENT WITH THE YOUTH, JPPO AND PROGRAM SHOULD BE DEVELOPED AND SIGNED BY ALL PARTICIPANTS

(THIS COULD BE IN THE FORM OF A MASTER SERVICE PLAN (MSP) OR SPECIAL AGREEMENT).

### CELL PHONES

1. Cell phone use is a privilege, if youth are misusing cell phones the privilege can be taken away if that is part of the signed agreement by JPPO, youth and program. If JPPO approved for the youth to have a cell phone in program and **it is interfering with their service plan**, the provider can take the phone away from youth and give to the JPPO, or the JPPO can take the phone away.
2. Staff cannot request youth to show staff what is on the cell phone.
  - a. If program staff believe there is any content conflicting with the youth's conditions of placement the program staff can confiscate the cell phone and notify the JPPO
  - b. If program staff believe there is content that would constitute illegal activity, then law enforcement and the JPPO must be notified.
3. Youth should be taught appropriate use of technology; this may involve review of monthly phone record and discussion of appropriate usage.
4. Searches of a cell phone can occur only if the program owns the cell phone, and the youth signed an acknowledgment that they are aware the program owns the property and may search the phone at any time.

**NOTE: Searching a cell phone may corrupt the actual footprint on the phone resulting in the loss of credible evidence.**

### E-MAIL

1. E-mail use is a privilege, if youth are misusing their e-mail access can be taken away if part of the signed agreement by JPPO, youth and program. If JPPO approved for the youth to have access to email in program and **it's now interfering with their service plan**, the provider can take the privilege away from youth and must notify JPPO.
2. Staff cannot request youth to show staff what is in their e-mail.
  - If program staff believe there is any content conflicting with the youth's conditions of placement the program staff can take the privilege away and must notify the JPPO.
  - If program staff believe there is content that would constitute illegal activity, then law enforcement and the JPPO must be notified.

### SOCIAL MEDIA

1. Use of social media is a privilege that may not be appropriate for all youth, having access to social media should be agreed upon by the JPPO, Youth and Program prior to allowing youth access. Youth should sign off acknowledging these guidelines.
2. Program staff should never access a youth's social media account. Programs cannot require youth to give program staff their social media passwords.
3. Professional boundaries should always be used when interacting with youth. Programs should have clear policy around program staff interacting with youth via social media, including if program staff can communicate with youth via social media using their own personal account, a work account, or if it is not allowed. **OYA prohibits its staff from communicating with youth through personal social media.**
  - If program staff believe there is content conflicting with the youth's conditions of placement the program can take the privilege away and must notify the JPPO.
  - If program staff believe there is content that would constitute illegal activity, then law enforcement and the JPPO must be notified.