

# **Appendix V**

## **Policy for Use of Electronic Communications**

### **I. Introduction**

The Delta Kappa Gamma Society International encourages the use of electronic communication and electronic communication resources. Electronic communication resources, as defined by the Society, include but are not limited to the Internet, World Wide Web, electronic mail, facsimile, landline and cell phones, databases, audio and visual recordings, graphics, photographs, CD, DVD, digitized information, and any other such resource used to communicate or provide information electronically.

Any use of Society electronic communication resources is limited by restrictions that apply to all Society property and by constraints necessary for the reliable operation of electronic communication systems and services. The Society reserves the right to deny use of its electronic communication services and resources when necessary to satisfy these restrictions and constraints.

### **II. General Provisions**

#### **A. Purpose**

The purposes of this Policy are to

- Provide assistance and guidance in the design, implementation, evaluation and management of electronic communications affecting The Delta Kappa Gamma Society International, its members and other constituents
- Encourage quality standards for electronic communications and the use of electronic communication resources by and for the Society
- Establish policy on privacy, confidentiality, and security in electronic communications
- Ensure that the Society electronic communication resources are used consistent with the mission and purposes of the Society
- Ensure that electronic communication resources are used in compliance with applicable law and Society policies
- Prevent disruptions to and misuse of Society electronic communication resources, services and activities.

#### **B. Scope**

The Policy applies to

- All electronic communication resources owned or managed by the Society
- All users and uses of Society electronic communication resources
- All electronic communication resources provided by the Society through contracts and other agreements with the Society
- All Society electronic communication records in the possession of the Society, its employees or of other users of electronic communication resources provided by the Society

- The contents of all official Society related electronic communications, attachments and transactional information associated with such communications. The Society cannot and does not wish to be the arbiter of the contents of all electronic communications to, between and among its members. Neither can the Society protect users from receiving unsolicited electronic messages from sources other than the Society itself.

### **C. Access Restriction**

Eligibility to access or use Society electronic communication services or resources, when provided, is a privilege accorded at the discretion of the Society. This privilege is subject to the normal conditions of use, including procedures for initiation and termination of service eligibility, established by the Administrator of the individual electronic communication resource or the Society's Executive Coordinator.

The Society reserves the right to suspend or terminate use of Society electronic communication systems and services by any user who repeatedly violates policy, procedure, guidelines, copyrights and/or any such other laws.

### **D. User Responsibility**

Society purchased, owned or maintained software, site licenses, databases and custom application programs are the exclusive property of the Society and shall be used only as authorized by the Society. Any individual using the Society's computer communication systems/resources is responsible for the material she sends or displays via the electronic communication resources.

### **E. Privacy Protection/ Security**

Users must respect the privacy of other users but should be aware that no electronic communication, once sent, can be guaranteed to be private.

Users must respect the intellectual property of others. Ownership of intellectual property is governed by the policies of the Society as well as by applicable law.

Users must respect the Society's operational procedures for computing and network services and may not use the services to harass, threaten, stalk, defame, or otherwise interfere with the legal rights of others.

Providers of electronic communication services ensure the integrity and reliability of systems under their control through the use of various techniques that include routine monitoring of electronic communications.

Electronic communication service providers shall maintain currency with authentication, audit and authorization technologies and implement them commensurate with applicable security requirements.

Providers of Society electronic communication services shall implement recovery practices adequate to ensure rapid recovery from security intrusions and service interruptions.

#### **F. Retention and Disposition**

Electronic communication records are subject to Society records management policies that provide guidance for administering the retention and disposition of all records, regardless of the medium on which they are stored.

### **III. Initial Linkage to the International Web site**

#### **A. Criteria for linkage**

The following criteria must be documented on the Certified Link Request Form before a state or chapter Web site, Wiki, Blogspot, etc. can be approved and certified for linkage on the Society Web site:

- A light colored or white background must be used
- The geographical name must be used on the header
- Web safe fonts that are easily readable must be used. Fonts considered safe and readily available include Arial, Times New Roman, Verdana, Georgia, Comic Sans Serif, Trebuchet or Courier
- The Purposes of the Society must be listed
- The Mission Statement of the Society must be displayed
- Each web page must be dated as to its latest revision (month/day/year) or the homepage must be dated as of the date of the last revision of any part of the Web site
- There must be no direct advertising/solicitation (A one-sentence acknowledgment of donation of an electronic site is acceptable)
- Written consent has been obtained for any addresses (mailing/electronic), telephone/fax numbers listed on the website
- Written consent has been obtained for any news and/or pictures of an individual or group
- Written consent has been obtained for the use of any copyrighted materials. Due credit must be provided on the Web site
- Information on the Web site is current and updated frequently (at least quarterly)
- A link on the Web site is available for the Webmaster
- Information must be of sufficient scope to adequately reflect the chapter/state (chapter/ state activities, projects, programs, schedule/calendar, officers for the level of organization, newsletter.)

#### **B. Web site Rental Request/ Fee**

The web space rental request form is on the Society Web site and must be completed and submitted to the international Webmanager. The form describes the fees for setup and rental of space. When the site has been established and is active, the chapter or state must complete and submit the Certified Link Request Form.

### **C. Certified Link Request Form**

The Certified Link Request Form is accessible on the Society Web site. The chapter or state wishing to be certified by and linked to the Society Web site must complete and submit the form. The International Communications Committee will review the site, determine if it meets the criteria for linkage to the Society Web site and if approved for linkage, will notify the Communications Services Administrator and the international web manager. Copies will be sent to the state organization president, editor, Webmaster and communications chair.

### **D. Certified Seal of Approval**

Once the Communications Committee has approved a link request, an official Web site graphic will be sent to the Webmaster for posting on the home page and a link to the chapter/state organization will be posted on the Society site. Approval of the site is effective for up to two years or the remainder of the biennium. Chapters/states have the option of paying yearly or for the biennium.

## **IV. Renewal of Linkage to the International Website**

### **A. Renewal Application**

The chapter or state organization must submit the renewal application to the international web manager at the beginning of each international biennium and no later than March 31<sup>st</sup> of the first year of the biennium. The chapter/state Webmaster must certify that the criteria for approval continue to be met.

### **B. Payment of Fees**

Chapters/states that rent space on the Society Web site have the option of paying yearly or biennially. A space is available on the renewal application form to indicate the Webmaster's preference. Sites are renewed for up to two years or the remainder of the biennium.

## **V. Unlinking of Sites on the International Web site**

A site will be unlinked if a renewal application form is not received at headquarters by March 31<sup>st</sup> of the first year of the international biennium. Receipt of the completed renewal form, after that date, will set the re-linking process in motion.

Adopted by the Administrative Board- January 6, 2010

Adopted by the Executive Board- July 20, 2010