

South Leeds and Morley District Scout Council Acceptable Usage Policy

South Leeds and Morley District Scout Council acceptable usage policy.....	1
Overview.....	2
Email.....	2
Scope	2
Policy elements	2
Appropriate and Inappropriate Use	2
Inappropriate use.....	2
Appropriate use	3
Personal use.....	3
Email security.....	3
Members must:.....	3
Email signature.....	4
Internet Usage.....	4
Scope	4
Policy Elements	5
Appropriate Internet Usage	5
Inappropriate Internet Usage.....	5
Other notes	5
Cloud Storage	5
Scope	5
Policy elements	6
Acceptable usage	6
Unacceptable usage	6
Other notes	6

Overview

This policy applies to all members, volunteers and visitors who use any element of the District IT infrastructure. This Policy is split into 3 sections:

- Email
- Internet usage
- Cloud storage

We may from time to time make minor changes to this policy. We will notify you directly when we make any substantial or significant changes to the policy.

Email

Scope

This Section applies to all volunteers and members who are assigned (or given access to) a District email. This email may be assigned to an individual (e.g., laura.morris@slamscouts.org.uk) or department (e.g., DigitalTeam@slamscouts.org.uk.)

Policy elements

District emails are powerful tools that help members in their rolls. members should use their district email primarily for scouting-related purposes. However, we want to provide members with some freedom to use their emails for personal reasons.

Appropriate and Inappropriate Use

Outlined below are what is defined as appropriate and inappropriate use of the provided facilities.

Inappropriate use

Our members represent our organisation whenever they use their district email address. They must not:

- Sign up for illegal, unreliable, disreputable, or suspect websites and services.
- Send unauthorized marketing content or solicitation emails.
- Send insulting or discriminatory messages and content.
- Intentionally spam other people's emails, including their fellow volunteers.
- Our company has the right to monitor and archive district emails.

Appropriate use

Members are allowed to use their District email for scouting-related purposes without limitations. For example, members can use their email to:

- Communicate with current or prospective members and partners.
- Log in to purchased software they have legitimate access to.
- Give their email address to people they meet at conferences, career fairs or other events for scouting purposes.
- Sign up for newsletters, platforms and other online services that will help them with their roles or professional growth.
- Personal use

Personal use

Members are allowed to use their District email for some personal reasons. For example, members can use their District email to:

Register for classes or meetups.

Send emails to friends and family as long as they don't spam or disclose confidential information.

Download eBooks, guides and other content for their personal use as long as it is safe and appropriate.

Members must adhere to this policy at all times, in addition to our data protection policy.

Email security

Email is often the medium of hacker attacks, confidentiality breaches, viruses and other malware. These issues can compromise our reputation, legality and security of our equipment.

Members must:

- Select strong passwords with at least eight characters and three of the following: (capital and lower-case letters, symbols and numbers) without using personal information (e.g., birthdays.)
- Remember passwords instead of writing them down or use a secure password manager.

- Have 2 factor authentication enabled using the Microsoft authenticator or suitable alternative.
- Keep their GDPR training up to date.
- Members should always be vigilant to catch emails that carry malware or phishing attempts. We instruct Members to:
 - Avoid opening attachments and clicking on links when content is not adequately explained (e.g., “Watch this video, it’s amazing.”)
 - Be suspicious of clickbait titles.
 - Check email and names of unknown senders to ensure they are legitimate.
 - Look for inconsistencies or style red flags (e.g., grammar mistakes, capital letters, excessive number of exclamation marks.)
 - If a member isn’t sure that an email, they received is safe, they can ask our Digital Team

Email signature

We encourage Members to create an email signature that exudes professionalism and represents our organization well.

[Name]
[Role]
South Leeds and Morley Scouts
Registered Charity Number
1043796

Here’s a template of an acceptable email signature:

Members may also include professional images, logos and related videos and links in email signatures. If they are unsure how to do so, they can ask for help from our Digital team.

Internet Usage

Scope

This internet usage policy applies to all our Volunteers, Members, and visitors who access our district network and Devices.

Policy Elements

District internet access is a powerful tool that help members in their roles. members should use their internet access on the scouting network primarily for scouting-related purposes. However, we want to provide members with some freedom to use the connection for personal reasons.

Appropriate Internet Usage

Our members are advised to use our District internet connection for the following reasons:

- To complete their Role duties.
- To seek out information that they can use to provide skills and experiences.
- To access their social media accounts, while conforming to our other policies.
- We don't want to restrict our members access to websites of their choice, however some limitations are required for safeguarding purposes.
- Any use of our network and connection must follow our data protection policy.

Inappropriate Internet Usage

Members mustn't use our network to:

- Download or upload obscene, offensive or illegal material.
- Send confidential information to unauthorized recipients.
- Invade another person's privacy and sensitive information.
- Download or upload movies, music and other copyrighted material and software.
- Visit potentially dangerous websites that can compromise the safety of our network and devices.
- Perform unauthorized or illegal actions, like hacking, fraud, buying/selling illegal goods and more.

Other notes

- We also advise our members to be careful when downloading and opening/executing files and software. If they're unsure if a file is safe, they should ask the digital team for advice.
- We won't assume any responsibility if members devices are infected by malicious software, or if their personal data are compromised as a result of inappropriate use.
- We have the right to monitor websites members visit whilst connected to our networks.

Cloud Storage

Scope

This cloud storage policy applies to all members who have access to district cloud storage whether it be via OneDrive, SharePoint, or Teams

Policy elements

District Storage is a powerful tool that help members in their roles. members should use their district storage primarily for scouting-related purposes. However, we want to provide members with some freedom to use their storage for personal reasons.

Acceptable usage

- To complete their Role duties.
- To store data security.
- To share documents that others may find useful or require access to.

Any use of our storage facilities must follow our data protection policy.

Unacceptable usage

- Store or share obscene, offensive or illegal material.
- Send confidential information to unauthorized recipients.
- Upload movies, music and other copyrighted material and software.
- Store potentially dangerous files that can compromise the safety of our network and devices.
- Perform unauthorized or illegal actions.

Other notes

- It is the responsibility of the person who uploads a file to ensure that it complies with the district data protection policy.
- We won't assume any responsibility for files stored or shared via our storage platforms instead the responsibility is on the original uploader of the file.
- We have the right to monitor websites members visit whilst connected to our networks.