

## **CLRC Computer, Email and Internet Usage Policy 3/12/2011**

An Internet Usage Policy provides club members with rules and guidelines about the appropriate use of club equipment, network and Internet access. Having such a policy in place helps to protect the club by reducing security risks and the legal risk that can arise from illegal downloading. Having such a policy also protects the club member because the club member will be aware that browsing certain sites or downloading files is prohibited and that the policy must be adhered to or there could be serious repercussions, member's actions. The Internet Usage Policy is an important document that must be signed by all club members having access to the club network, computer equipment, or internet access.

### **Internet Usage Policy**

This Internet Usage Policy applies to all club members of CLRC who have access to the Internet through club computers or its computer system. Use of the Internet by members of the CLRC through the CLRC's computer system and its Internet connection is permitted and encouraged where such use supports the goals and objectives of the club. However, access to the Internet through the CLRC is a privilege and all club members must adhere to the policies concerning Computer, Email and Internet usage. Violation of these policies could result in disciplinary and legal action or both and may include termination of membership in the Club. Members may also be held personally liable for damages caused by any violations of this policy or the law. All club members are required to acknowledge receipt and confirm that they have understood and agree to abide by the rules hereunder.

### **Computer, Email and Internet Usage**

- CLRC club members are expected to use the Internet responsibly and productively. Internet access is provided for club-related activities and personal use is permitted to the extent that it does not interfere with club business
- Club-related activities include research and educational tasks that may be found via the Internet that would help in a club member's role
- All Internet data that is composed, transmitted and/or received by CLRC's computer systems is considered to belong to CLRC and is recognized as part of its official data. It is therefore subject to disclosure to third parties at the discretion of the CLRC for legal or reasons
- The equipment, services and technology used to access the Internet are the property of CLRC and the club reserves the right to monitor Internet traffic and monitor and access data that is composed, sent or received through its online connections
- Emails sent via the club email system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language/images
- All sites and downloads may be monitored and/or blocked by CLRC if they are deemed to be harmful and/or not productive to club business

Unacceptable use of the Internet by club members includes, but is not limited to:

- Accessing sites that contain obscene, hateful, pornographic, unlawful, violent or otherwise illegal material
- Sending or posting discriminatory, harassing, threatening, or illegal messages or images on the Internet or via CLRC's email service

- Using computers to perpetrate any form of fraud, and/or software, film or music piracy
- Stealing, using, or disclosing someone else's password without authorization
- Downloading, copying or pirating software and electronic files that are copyrighted or without authorization
- Sharing confidential material, trade secrets, or proprietary information outside of the organization
- Hacking into unauthorized websites
- Sending or posting information that is defamatory to the club, its members, products/services, colleagues and/or customers
- Introducing malicious software onto the CLRC network and/or jeopardizing the security of the organization's electronic communications systems
- Sending or posting chain letters, solicitations, or advertisements not related to club purposes or activities
- Passing off personal views as representing those of the club

If a club member is unsure about what constitutes acceptable Internet usage, then he/she should ask a member of the board of directors for further guidance and clarification

All terms and conditions as stated in this document are applicable to all users of CLRC's network and Internet connection. All terms and conditions as stated in this document reflect an agreement of all parties and should be governed and interpreted in accordance with the policies and procedures mentioned above. Any user violating these policies is subject to disciplinary actions deemed appropriate by CLRC.

## **User Compliance**

I understand and will abide by this Internet Usage Policy. I further understand that should I commit any violation of this policy, my access privileges may be revoked, disciplinary action and/or appropriate legal action may be taken.

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Club member signature

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Date