

Technology Use Policy

Why Have a Technology Use Policy?

In order to run a nonprofit efficiently, employees and volunteers use technology in everyday business tasks. For the computers and other types of technology to remain valuable to the nonprofit, all employees must follow certain policies.

The guidelines are stated in the technology use policy to give employees and volunteers a clear view on where the nonprofit stands in regard to the use of the organization's technology resources. If the employees and volunteers have an idea of what is considered inappropriate and what the consequences will be, they will be more inclined to follow the regulations.

Policy Topics

A. Rules for Technology Use

Rules are included to make sure employees know what types of activities are permitted for the technology they use in their jobs.

- I. Do not include every situation that is permitted or prohibited. Personal discretion must be used by each employee.
- II. Inform the employees that their actions may have consequences for the nonprofit organization.
- III. Consider the organization's mission, vision, and culture
- IV. Make the employees and volunteers sign a form stating they have read the technology use policy.

B. Policy Rule Enforcement

Explain to the employees and volunteers exactly who will be responsible if one of the rules is broken. Also, include information on who monitors the activities of the employees and volunteers when they are dealing with the nonprofit's technology.

C. Consequences of Policy Violations

Describe exactly what will happen if employees or volunteers do not follow the technology use policy.

- I. Inform the employees and volunteers if there is a difference between one time mistakes and ongoing intentional activities that hurt the nonprofit.

Sample Technology Use Policy

[Organization Name]'s technology systems are provided for the use of [organization name]'s staff and other authorized users in support of the activities of the organization. All users are responsible for using the technology systems in an ethical and lawful manner.

All employees and volunteers are required to sign agreement to this policy.

This policy may be occasionally reviewed and modified. Upon implementation of a new technology use policy, employees and volunteers will have to sign the new agreement.

A. Rules for Technology Use

I. Downloads and System Setting

- Since audio, video, and picture files take a large amount of space and bandwidth on the server, they are not allowed to be downloaded unless they are business related.
- Unauthorized installation of software is prohibited.
- The organization's software may not be copied, altered, or transmitted

II. Use of Emails

- Your email is not secure or private. Emails that you send can be viewed by people other than those you meant to send it to.
- Do not use your organization email when subscribing to personal mailing lists.
- Emails with attachments from unknown senders should be deleted without opening.
- Use a filing system for organizing your emails.
- Never alter the "From:" line information on your email.
- Delete inactive email from your inbox after sixty days. These inactive emails can be stored in personal folders on your hard drive.

III. Security

All employees have the responsibility to keep the organization's technology secure.

- The technology administrator holds the right to change email passwords.
- No person shall access a computer, files, or applications belonging another employee without that individual's consent.
- No unauthorized use of the server room or server is permitted.

IV. Computer Use

All computer users are to use those resources professionally, ethically, and lawfully. You are given access to these computers for use on your job. Any activity that falls outside of that scope is prohibited.

- Employees are responsible for keeping backups of work-related files on their local hard drive in case of any type of technology failure.
- Technology may not be used to access any material that may be seen as offensive by others.
- Use technology only for business purposes. Do not utilize the technology for personal use.

V. Privacy

Technology systems are exclusively the property of the organization.

- Employees should not maintain personal information on premises or store or transmit personal information using the organization's network, equipment, or facilities.

B. Policy Rule Enforcement

- The executive director (or staff designated by the ED) may periodically monitor computer usage to ensure adherence to this policy.
- Staff and volunteers using an organization computer must inform their supervisor of any computer damage, virus, data loss, and equipment failure. Supervisory staff will work with the ED as appropriate to resolve the issue.

C. Consequences of Policy Violations

- Failure to abide by any of the above guidelines and policies could result in action directed by the nonprofit's current practice including dismissal from the organization.

By signing below, you acknowledge that you have read and accept the technology use practices, enforcements, and consequences described in this policy.

Employee/Volunteer Signature

Date Signed