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SCOTTISH ARCHERY

IT USAGE POLICY

1. Reasons for having this policy

All Scottish Archery's Information Technology (IT) facilities and information resources remain the property of Scottish Archery and not of any particular individual, team or department (Note1). Following this policy will help ensure IT facilities are used:
- legally;
- securely;
- without undermining Scottish Archery;
- effectively;
- in a spirit of co-operation, trust and consideration for others;
- so that they remain available

The policy relates to all IT facilities and services provided by Scottish Archery, whether these are accessed while located in Scottish Archery premises, when working from home, at an event or any other location (e.g. train, park etc).. All staff and volunteers are expected to adhere to it.

2. Disciplinary Measures

Deliberate and serious breach of the policy statements in this section will lead to disciplinary measures which may include the offender being denied access to computing facilities.

2.1 Copyright

Take care to use software legally in accordance with both the letter and spirit of relevant licensing and copyright agreements. Copying software for use outside these agreements is illegal and may result in criminal charges.

2.2 Security

- Don't attempt to gain unauthorised access to information or facilities (Note: The Computer Misuse Act 1990 makes it a criminal offence to obtain unauthorised access to any computer (including workstations and PCs) or to modify its contents
- If you don't have access to information resources you feel you need, contact your line manager where appropriate or the Scottish Archery CEO
- Don't disclose personal system passwords or other security details to other staff, volunteers or external agents and don't use anyone else's login; this compromises the security of Scottish Archery
- If someone else gets to know your password, ensure you change it or get an appropriate person in the organisation to help you (Note2)
- ~~If you~~ Do not leave your PC unattended without logging off, even when working from home. You should always log off your computer (and/or close the lid) when leaving your computer unattended

2.3   Information about people

If you're recording or obtaining information about individuals make sure you are not breaking Data Protection legislation and are fully complying with the Scottish Archery policies on Data Protection and Information Security

2.4   Use of The Internet

You are a representative of Scottish Archery when you're on the Internet:

- Make sure your actions are in the interest (and spirit) of Scottish Archery and don't leave Scottish Archery open to legal action (e.g. libel).
- Avoid trading insults with other people using the Internet with whom you disagree.
- Obscenities/Pornography: Don't write it, publish it, look for it, bookmark it, access it or download it.

2.5   'Electronic monitoring'

Any information available within IT facilities must not be used to monitor the activity of individual staff in any way (e.g. to monitor their working activity, working time, files accessed, reading of their email or private files etc.) without their prior knowledge. Exceptions are:

- in the case of a specific allegation of misconduct, when the Management Team can authorise accessing of such information when investigating the allegation
- when an authorized individual is providing IT Support and cannot avoid accessing such information whilst fixing a problem
- despite the above – work emails remain the property of the company and employers have a right to read emails (if an employee is absent for example). Work IT facilities should also not be used for personal use.

In such instances, the person concerned will be informed immediately and information will not be disclosed wider than is absolutely necessary. In the former case their access to IT facilities may be disabled pending investigation.

3.   Email Policy

3.1   When to use email

- Use it in preference to paper to reach people quickly (saving time on photocopying / distribution) and to help reduce paper use. Think and check messages before sending (just as you would a letter or paper memo)
- Use the phone (including voicemail if no reply) for urgent messages (email is a good backup in such instances)
- Use Scottish Archery's intranet (not email) to communicate all relatively static information (e.g. policy, procedures, briefing documents, reference material and other standing information)
- Record information on the intranet in a well-structured manner (consulting with the Web Systems Administrator as appropriate).
- Use email merely as a pointer to draw attention to new and changed information on the intranet. (This element of the Policy is only relevant when/if intranet for Scottish Archery exists)

3.2   Use of Distribution Lists

- Only send Email to those it is meant for; don't broadcast (i.e. send to large groups of people using email aliases) unless absolutely necessary since this runs the risk of being disruptive. Unnecessary (or junk) email reduces computer performance and wastes disc space
- Use the standard aliases (Note 3) for work related communication only

- If you wish to broadcast other non-work related information or requests (eg: information or opinions on political matters outside the scope of Scottish Archery's campaigning, social matters, personal requests for information etc.) it is better to use a Webmail account (Note4) or a personal email account at home; don't use the standard (work) aliases.
- Keep Scottish Archery's internal email aliases internal. If you are sending an email both to a Scottish Archery alias and outside of Scottish Archery, use the alias as a blind carbon copy (ie: the bcc address option) so that the external recipient does not see the internal alias.
- Don't broadcast emails with attachments to large groups of people. Either note in the email where it is located for recipients to look or include the text in the body of the email. Failure to do this puts an

unnecessary load on the network.

3.3 General points on email use

- When publishing or transmitting information externally be aware that you are representing Scottish Archery and could be seen as speaking on Scottish Archery's behalf. Make it clear when opinions are personal. If in doubt, consult your line manager or The Board of Scottish Archery
- Check your in-box at regular intervals during the working day (staff only). Keep your in-box fairly empty so that it just contains items requiring your action. Try to decide what to do with each email as you read it (eg: delete it, reply to it, save the whole email in a folder, or extract just the useful information and save it somewhere logical)
- Keep electronic files of electronic correspondence, only keeping what you need to. Don't print it off and keep paper files unless absolutely necessary
- Use prefixes in the subject box whenever appropriate (Note5)
- Treat others with respect and in a way you would expect to be treated yourself (ie: don't send unconstructive feedback, argue or invite colleagues to publicise their displeasure at the actions / decisions of a colleague)
- Don't forward emails warning about viruses (they are invariably hoaxes

3.4 Email etiquette

- Being courteous is more likely to get you the response you want. Do address someone by name at the beginning of the message, especially if you are also copying another group of people
- Make your subject headers clear and relevant to your reader(s) (eg: Don't use subject headers like "stuff"; Don't send a subject header of, say "accounts" to the accountant)
- Try to keep to one subject per email, especially if the content is complex. It is better for your reader(s) to have several emails on individual issues, which also makes them easy to file and retrieve later. One email covering a large variety of issues is likely to be misunderstood or ignored
- Using asterisks at each end of a word (eg: "now") is common practice for highlighting text
- Capitals (eg: NOW) can also be used to emphasise words, but should be used sparingly as it commonly perceived as 'shouting'
- Don't open email unless you have a reasonably good expectation of what it contains Do not open a message if the text is suspicious in some way. Don't open explore.zip sent from an address you've never heard of, however tempting) This is one of the most effective means of protecting Scottish Archery against email virus attacks.
- Do not trust the "Sender" field of an email: anybody can write whatever they like intot he sender field. If in any doubt, check the message headers to see where it came form
- Keep email signatures short. Your name, title, phone/fax and web site address may constitute a typical signature
- Understand how forwarding an email works. If you forward mail, it appears (to the reader) to come from the originator (like passing on a sealed envelope). If you forward mail *and edit it* in the process, it appears to come from you - with the originator's details usually embedded in the message. This is to show that the original mail is no longer intact (like passing on an opened envelope). However different mail clients work in different ways.

4. Miscellaneous

4.1 Hardware and Software: All purchases should be approved by your line manager (for employees) or by an appropriate budget holder on the Board of Directors

4.2 Installing Software: Get permission from your line manager IT Support before you install any software (including public domain software - see Note6) on equipment owned and/or operated by Scottish Archery.

4.3 Data transfer and storage on the network:
- Keep master copies of important data on Scottish Archery's shared drives / cloud storage and not solely on your PC's local C: drive or removable drives or media. Otherwise, it will not be backed up and is therefore at risk
- Ask for advice from your line manager if you need to store, transmit or handle large quantities of data, particularly images or audio and video. These large files use up disc space very quickly and can bring your network to a standstill

- Be considerate about storing personal (non- Scottish Archery) files on Scottish Archery's network. (Note7). The general rule is that no personal files should be kept or maintained on any Scottish Archery owned devices nor on Scottish Archery's shared folders / cloud storage. This includes personally-significant work-related emails (such as payroll emails or messages about employment). If you cease to be employed by SA, all data will become inaccessible.
- Don't copy files which are accessible centrally into your personal directory unless you have good reason (ie: you intend to amend them or you need to reference them and the central copies are to be changed or deleted) since this uses up disc space unnecessarily

4.4 ~~Use of facilities for leisure or personal purposes (eg:sending and receiving personal email, playing computer games and browsing the Internet) is permitted so long as such use does not:~~
- ~~Incur specific expenditure for Scottish Archery~~
- ~~Impact on your performance of your job (this is a matter between each member of staff and their line manager)~~
- ~~Break the law~~
- ~~Bring Scottish Archery into disrepute~~
- ~~Is undertaken during your normal hours of work~~

4.5 Care of equipment:
- Don't re-arrange how equipment is plugged in (computers, power supplies, network cabling, modems etc.) without first contacting IT Support
- Don't take food or drink into rooms which contain specialist equipment like servers. Access to such rooms is limited to authorised staff
- Members of Scottish Archery staff, Board and volunteers who have access to or have in their possession IT equipment and devices owned by Scottish Archery are expected to treat such equipment and devised in a reasonable and professional manner

(1)   In-house software: This is software written by staff or volunteers using Scottish Archery's equipment. It is Scottish Archery's property and must not be used for any external purpose. Software developers (and students) employed at Scottish Archery are permitted to take a small "portfolio" of such in-house software source code/executables, which they may have developed, for use in subsequent work, subject to agreement with the appropriate line manager and/or Board member.

(2)   Personal passwords: Follow Password Policy.

(3)   Email aliases are pre-defined 'shortcuts' for distributing internal email to specific groups of people.

(4)   Webmail accounts are personal email accounts that are stored on the Internet and can be accessed from anywhere with a standard browser (eg: home or cybercafe).

(5)   Subject box prefixes: These are ''U:' for Urgent', 'FYI' for your information and 'AC:' requires action. If the email is a very brief message confined solely to the subject line, it should in addition be prefixed with '**' to indicate "just read this line".

(6)   Public domain software or Freeware: This is software that is available free of charge, usually by downloading from the Internet.

(7)   Personal Data: As a guideline, keep your personal data down to 10MB. Ten emails require 0.15MB on average (Note: depends a lot on whether they have attachments). A 10-page word processed document requires about 0.1MB.