

Email Usage

Appendix 6



Workington Wasps Electronic Mail Usage

1. Electronic Mail Security Policy

Electronic messages generated on or handled by electronic communications systems are the property of Workington Wasps Basketball Club and are not the private property of any users of the electronic communications services.

The Electronic communications systems shall be used for authorized general use only. Users are forbidden to intentionally use electronic communications systems for unauthorized use i.e. Sending viruses and other illegal content.

2. Offensive Messages

The Workington Wasps Basketball Club prohibits the display or transmission of sexually explicit images, offensive or disruptive messages, gender-specific comments, as well as the use of ethnic slurs, racial epithets, any comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, disability, or anything that may be construed as harassment.

3. User Accountability

Members are expected to not divulge their individual passwords. To prevent unauthorized parties from obtaining access to electronic communications, users shall choose passwords which are difficult to guess. Passwords to avoid are family member names or pet names, or obvious work-related words.

4. Member Responsibilities

Except as otherwise specifically provided, employees may not intercept, disclose, or assist in intercepting or disclosing electronic communications that are not sent to them or they are not the intended recipient. To accomplish this, it occasionally may be necessary to intercept or disclose electronic communications. Management reserves the right to enter a members E-mail file for scan purposes. To this end, employees are required to make their computer passwords available to the webmaster and the Chairman. The webmaster may examine E-mail communications at any time without prior notice.

5. Purging Electronic Messages

Messages no longer needed for general purposes must be periodically purged by users from their personal electronic storage areas

6. Policy Violation

Any member who discovers a violation of this policy shall immediately notify the Workington Wasps Basketball Club, who shall inform the Webmaster. An employee who violates this policy or uses the electronic communications for improper purposes shall be subject to disciplinary action and loss of email account.

Signed

Date