

Nonprofit Organization Acceptable Use Policy (AUP)

1. Policy Brief and Purpose

The purpose of this Acceptable Use Policy (AUP) is to establish guidelines for the appropriate use of technology resources within our non-profit organization. By adhering to this policy, staff and volunteers contribute to maintaining the security, integrity, and efficiency of our network, computers, and other technology assets.

2. Scope

This policy applies to all individuals who have access to our organization's technology resources, including but not limited to:

- Employees
- Volunteers
- Contractors
- Temporary staff
- Board members

3. Acceptable Use Guidelines

3.1 Internet Access Monitoring

- All internet access on workstations provided by the organization is **monitored**. Users should be aware that their online activities are subject to scrutiny.
- Users must refrain from accessing inappropriate, illegal, or harmful material while using the organization's internet connection.

3.2 Email Usage

- Email accounts provided by the organization are to be used **solely for business communication** related to our mission and operations.
- Personal use of organization-provided email accounts is **prohibited**. Staff and volunteers should use personal email accounts for non-work-related communication.

3.3 Prohibited Activities

Users must not engage in the following activities:

1. **Accessing Inappropriate Material:**

- Users should not access or download material that is offensive, discriminatory, or inappropriate.
- This includes but is not limited to pornography, hate speech, or any content that violates our organization's values.

2. **Illegal Activities:**

- Users must not engage in any illegal activities while using our technology resources.
- Unauthorized distribution of copyrighted material, hacking, or any other criminal activity is strictly prohibited.

4. Consequences for Violations

- Failure to comply with this AUP may result in disciplinary action, which could include:
 - **Verbal or written warnings**
 - **Suspension of technology privileges**
 - **Termination of employment or volunteer status**
 - **Legal action, if applicable**

5. Reporting Violations

- Users are encouraged to report any violations of this policy promptly.
- Reports can be made to the IT department or the designated AUP administrator.

6. Review and Updates

- This AUP will be reviewed periodically to ensure its effectiveness and relevance.
- Any updates or changes will be communicated to all staff and volunteers.