Policy Guideline – Use of Technology

Introduction

Bayside U3A recognises that access to technology allows greater opportunities to learn, engage and communicate. We are committed to helping our members develop current technology and communication skills.

We encourage all Bayside U3A members and volunteers to gain knowledge of mobile technologies in improving communication and productivity. In order to do this, members may need to bring in and connect their own devices to the Bayside U3A's network.

We encourage all Bayside U3A members and contributors to our social media accounts to use social networking or media such as Facebook, Twitter and Blogs to connect with others, share educational resources, create, and curate educational content, and enhance the learning experience.

Purpose

While social networking is fun and valuable, there are some risks that should be kept in mind when using social networking. In the social media world, the lines are blurred between what is public or private, personal, or professional. This policy is to provide social networking and media guidelines for Bayside U3A members to follow when representing the U3A in the virtual world.

Bayside U3A acknowledges that members may need to bring in and connect their own devices to the Bayside U3A network.   This policy provides guidelines for the use of personally owned notebooks, smart phones, tablets, and personal computers used to access Bayside U3A's stored information. Members who have administrative rights and have access to Bayside U3A's network are bound by the conditions of this Policy.

Policy

The purpose of Bayside U3A's Social Media presence is to provide up to date information for our members which complements the more static? nature of the U3A Bayside U3A website.

Procedures
Social Media
The guidelines to follow when communicating through social media include:

1. Use good judgement:

   - We expect you to use good judgement in all situations.

   - You must know and follow the Bayside U3A's Code of Conduct and Privacy Policy.

   - Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.

2. Be respectful

   - Always treat others in a respectful, positive and considerate manner.

Policy Guideline – Use of Technology

3. Be responsible and ethical

- Unless you are specifically authorised to speak on behalf of Bayside U3A as a spokesperson, you should state that the views expressed in your postings are your own. Stick with discussing matters that are within your area of responsibility.

- Be open about your affiliation with Bayside U3A and the role/position you hold.

4. Be a good listener

- Keep in mind that one of the biggest benefits of social media is that it gives others another way to talk to you, to ask questions directly and to share feedback.

- Be responsive to others when conversing online. Provide answers, thank people for their comments, and ask for further feedback.

- Always be doing at least as much listening and responding as you do 'talking'.

5. Do not share the following:

- Confidential information

  - Do not publish, post or release information that is considered confidential or not public. If it seems confidential, it probably is. Online conversations are never private. Do not use your birth date, address, and mobile phone number on any public website.

- Private and personal information

  - To ensure your safety, be careful about the type and amount of personal information you provide. Avoid talking about personal schedules or situations.

  - Never give out or transmit personal information of any members.

  - Do not take information you may receive through social networking (such as e-mail addresses, customer names or telephone numbers) and assume it is the most up-to date or correct.

  - Always respect the privacy of community members.

6. Please be cautious with respect to:

- Images

  - Respect brand, trademark, copyright information and/or Bayside U3A images (if applicable).

  - It is generally not acceptable to post pictures of members without their written consent.

  - Do not post pictures of others without their permission.

  - Sharing images published on other U3A Member sites or in the media is acceptable with acknowledgement.

- Other sites

  - A significant part of the interaction on blogs, Twitter, Facebook and other social networks involves passing on interesting content or linking to helpful resources. However, Bayside U3A is ultimately responsible for any content that is shared. Do not blindly repost a link without looking at the content first.

Policy Guideline – Use of Technology

– When using Twitter, Facebook and other tools, be sure to follow their printed terms and conditions.

- And if you do not get it right…

  – Be sure to correct any mistake you make immediately, and make it clear what you have done to fix it.

  – Apologise for the mistake if the situation warrants it.

  – If it is a major mistake such as exposing private information or reporting confidential information, please report to the Bayside U3A Secretary immediately. The Secretary will forward this information to the Committee of Management so the proper steps to help minimise the impact it may have can be taken

7. Cyberbullying

Cyberbullying will not be tolerated. Harassing, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Do not be mean. Do not send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviours, or any online activities intended to harm (physically or emotionally another person, will result in disciplinary action by the Committee of Management). In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained by others.

Note:
Please be aware that while the Committee of Management takes responsibility for moderating the page, they cannot immediately review every comment posted on a page. Opinions expressed in non-Bayside U3A posts are not necessarily those of Bayside U3A and its volunteers, and we cannot guarantee the accuracy of these posts.

8. Share information. Bayside U3A will:

- share articles with U3A Network Victoria

- will share information with other Victoria U3As including their AGM dates; upcoming events

- share members' posts that are of interest to the broader community.

9. Advertising

- Advertising is restricted to Bayside U3A events or information only.

- Advertising material from outside agencies or companies is not to be shared unless approval has been sought from the Committee of Management.

10. Execution and Maintenance

- Website and Facebook Administrator/s will be approved by the Bayside U3A Committee of Management.

- The Administrator/s will maintain the Website, Facebook and other social media on a weekly basis.

- The Administrator/s will check for appropriateness of posts and post or remove as necessary.

Policy Guideline – Use of Technology

- Facebook will be updated at least once per week. More often is preferred.

Bringing your own device

Bayside U3A acknowledges that members may need on occasion to connect their own devices to Bayside U3A's network.. Network refers to routers, servers, and cables, and now it also refers to the 'cloud' where most of our data is stored and can be accessed by devices remotely.

The following personally owned mobile and fixed devices may be approved to be used for access to the Bayside U3A network. They include but are not limited to Smartphones, Laptops, Tablets, personal computers

These guidelines cover devices brought in by members and include:

1. Security and maintenance
    - Any staff, volunteer, committee member or member of Bayside U3A connecting devices to the Bayside U3A facilities will take full responsibility for maintenance and security of their own equipment including keeping security software up to date.

    - All software installed on devices brought from home should be maintained to meet appropriate standards of good practice, including anti-virus protection and strong passwords.

    - Where possible no Bayside U3A related personal data should be stored on personal mobile devices
2. Uses of personal devices
    These may include:
    - Email access
    - Business internet access
    - Telephone calls and texts
    - Access to Bayside U3A software products
    - U-MAS, with access levels of System Administrator, Level 1, or Level 2
    - Administrator access to the website and Facebook pages
    - Learning

3. Everyone who uses a personal fixed or mobile device for Bayside U3A business agrees:
    - Not to download or transfer business or personal information to the device outside of Bayside U3a authorised applications. This information includes intellectual property, other employee or volunteer details and financial information.
    - Not to use the registered mobile or fixed device as the sole repository for Bayside U3A's information.
    - To make every reasonable effort to ensure that Bayside U3A information is not compromised by using the mobile equipment in a public place. Screens displaying confidential or critical information should not be seen by unauthorised persons and all registered devices should be password protected.

4. Bayside U3A information held on the mobile device:
    - Is the intellectual property of Bayside U3A

Policy Guideline – Use of Technology

- should be regularly backed-up to Bayside U3A's data storage area.

5. Any breach of this policy will be referred to the Bayside U3A Committee of Management to review the breach and determine adequate consequences These may include termination of access or volunteering or class membership.

Responsibilities

It is the responsibility of the Committee of Management to ensure:

- All Bayside U3A members and volunteers who are required to bring their own mobile devices from home or have access to the Bayside U3A's network are mindful of the guidelines in this policy and act on it.
- All Bayside U3A members and contributors to our social media accounts use social networking according to the guidelines.
- Action is taken should there be a breach of this policy
- establish, implement, publicise and review this policy.

It is the responsibility of all Bayside U3A members to be award of this policy and follow its guidelines.

Related Policy Guidelines

Privacy Policy
Code of Conduct