

GAPP- Policy for Digital Communications

I. Introduction

The Delta Kappa Gamma Society International encourages the use of digital communication and digital communication resources. Digital communication resources, as defined by the Society, include but are not limited to the Internet, World Wide Web, digital mail, facsimile, landline and cell phones, databases, audio and visual recordings, graphics, photographs, CD, DVD, digitized information and social media.

Any use of Society digital communication resources is limited by restrictions that apply to all Society property and by constraints necessary for the reliable operation of digital communication systems and services. The Society reserves the right to deny use of its digital communication services and resources when necessary to satisfy these restrictions and constraints.

II. General Provisions

A. Purposes

The purposes of this Policy are to

1. Provide assistance and guidance in the design, implementation, evaluation and management of digital communications affecting The Delta Kappa Gamma Society International, its members and other constituents
2. Encourage quality standards for digital communications and the use of digital communication resources by and for the Society
3. Establish policy on privacy, confidentiality, and security in digital communications
4. Ensure that the Society digital communication resources are used in a manner which is consistent with the mission and purposes of the Society
5. Ensure that digital communication resources are used in compliance with applicable law and Society policies
6. Prevent disruptions to and misuse of Society digital communication resources, services and activities.

B. Scope

The Policy applies to

1. All digital communication resources owned or managed by the Society
2. All users and uses of Society digital communication resources
3. All digital communication resources provided by the Society through contracts and other

agreements with the Society

4. All Society digital communication records in the possession of the Society, its employees or of other users of digital communication resources provided by the Society

5. The contents of all official Society related digital communications, attachments and transactional information associated with such communications. The Society cannot and does not wish to be the arbiter of the contents of all digital communications to, between and among its members. Neither can the Society protect users from receiving unsolicited digital messages from sources other than the Society itself.

C. Access Restriction

Eligibility to access or use Society digital communication services or resources, when provided, is a privilege accorded at the discretion of the Society. This privilege is subject to the normal conditions of use, including procedures for initiation and termination of service eligibility, established by the Administrator of the individual digital communication resource or the Society's Executive Director.

The Society reserves the right to suspend or terminate use of Society digital communication systems and services by any user who repeatedly violates policy, procedure, guidelines, copyrights and/or any such other laws.

D. User Responsibility

Software, software related licenses, databases and custom applications purchased by the Society are the exclusive property of the Society and shall be used only as authorized by the Society. Any individual using the Society's computer communication systems/resources is responsible for the material she/he sends or displays via the digital communication resources.

E. Privacy Protection/Security

Users must respect the privacy of other users but should be aware that no digital communication, once sent, can be guaranteed to be private.

An individual's email address is personal information. For this reason, use of BCC (blind carbon copy; normally found under the CC address line) is recommended for mailings to groups. This will protect email addresses of those in the group from being shared unnecessarily or improperly. The Society will not publish the personal email of any member in any publication without her express written permission. Wherever possible and practical, the Society will use contact forms rather than emails to facilitate member communication with Society personnel and leaders. All lists of contact information will be password protected. Chapter and state organization may not link to contact information lists without providing password protection. The Society will establish procedures to hide/disguise emails on websites.

Users must respect the intellectual property of others. Ownership of intellectual property is governed by the policies of the Society as well as by applicable law.

Users must respect the Society's operational procedures for computing and network services and may not use the services to harass, threaten, stalk, defame, or otherwise interfere with the legal rights of others.

Providers of digital communication services ensure the integrity and reliability of systems under their control through the use of various techniques that include routine monitoring of digital communications.

Digital communication service providers shall maintain currency with authentication, audit and authorization technologies and implement them commensurate with applicable security requirements.

Providers of Society digital communication services shall implement recovery practices adequate to ensure rapid recovery from security intrusions and service interruptions.

F. Retention and Disposition

Digital communication records are subject to Society records management policies that provide guidance for administering the retention and disposition of all records, regardless of the medium on which they are stored.

G. Website Fees

Hosting of a website is available on the Society's web server for a rental fee. Websites can be hosted on any web hosting service. Many services charge fees for hosting while some are available at no charge. Fees for renting website space on the Society's server are assessed annually. Chapters or state organizations have the option to pay fees for two years. Only websites using the Society's website server will be required to pay fees to Society Headquarters. All website accounts are charged a one-time only set-up fee when established.

III. Website Compliance

A. Compliance

An official compliance assurance form, *Society Website Compliance Assurance (Form 72)*, must be submitted before a state organization or chapter website will be linked to the Society website. The *Standards for Society Website Linkage (Form 72A)* are available on the Society website. The standards will be reviewed and updated as required by the International Communications and Marketing Committee. Each chapter or state organization wishing to be linked must complete and submit the assurance form indicating that its website is in compliance with the standards

B. Role of the International Communications and Marketing Committee

A link to the *Society Website Compliance Assurance* (Form 72) is available on the Society website. The chapter or state organization applying for linkage must complete and submit the form to Headquarters. Questions can be addressed to compliance@dkg.org. The Communications and Marketing Committee will do a courtesy review of any site requesting a link to the Society website for the first time, providing feedback to the webmaster regarding compliance with the standards on the date of the review. Upon request of a state or chapter webmaster, C&M members will do a courtesy review of any site and provide feedback to the webmaster regarding compliance with the standards on the date of review. When assurance forms are received, the webmaster and technology assistant will facilitate the linkage and notify the committee liaison and committee chair.

C. Seal of Compliance

After Headquarters receives compliance forms for a site, an official biennium seal of compliance will be sent to the webmaster for posting on the home page of the site. The site will be linked from the Society website. The seal will indicate that the website has affirmed compliance with Society standards.

IV. Ongoing Website Linkage

A. Ongoing Website Linkage

The chapter or state organization must submit the *Society Website Compliance Assurance* (Form 72) to Headquarters at compliance@dkg.org at the beginning of each international biennium and no later than October 31st of the first year of the biennium. The chapter or state organization must reassert compliance of a site based on the current *Standards for Society Website Linkage* (Form 72A).

V. Unlinking of Sites on the International Website

A site will be unlinked if a *Society Website Compliance Assurance* (Form 72) is not received by Headquarters before November 1 of the international biennium.