

# IDAHO ALPINE CLUB INTERNET POLICY

The club web site content shall fairly and accurately represent the Idaho Alpine Club to the general public, and shall reflect the purpose and general philosophy of the club and its members.

## **Prohibited Uses**

The club web site shall not be used for any of the following:

- ⌚ Illegal activities including but not limited to storing and/or distributing illegal copies of copyrighted software, violations of copyrights and trademarks, violations of U.S. laws, selling and/or distributing illegal contraband.
- ⌚ Any internet abuse including but not limited to spamming (distribution of mass unwanted email), posting obscene or inflammatory messages, threatening other Internet users, mail bombing internet users, intentional or malicious distribution of computer viruses, worms, trojans and other destructive programs. (Note: Conservative use of club mailing lists does not constitute spamming.)
- ⌚ Promoting views, opinions, political or controversial statements and opinions without the approval of the executive council is prohibited. Personal views and opinions appearing on the web site must be attributed to a named individual and they must be inherently obvious to the uninformed public viewer that the material is a personal opinion and does not represent the views and/or opinions of the Idaho Alpine Club.
- ⌚ Posting material of adult content (*see definitions*).
- ⌚ Personal benefit. Club internet resources shall be used solely for the benefit of the club and shall not be used for personal benefit. "Personal benefit" does not include use of browser based interactive features such as classified advertisements that are accessible by other members or the general public. Club internet access accounts shall only be used for purposes of maintaining the web site and other club-related activities approved by the executive council. (E.g. Club email accounts may only be used for club business and activities; club internet access accounts may not be used for personal web surfing).

## **Web Site Content**

Content of material (files, pictures, links, whether viewable or not) posted or uploaded to the club web site shall be related to the club business and activities and/or be of general interest to club members. Materials representing other clubs, organizations, and/or individuals shall reflect the purpose of the club. Questionable material posted on the club web site shall be reviewed by the executive council and their determination shall be final. If the material in question is determined by the executive council to be inappropriate, the webmaster shall promptly remove it from the site.

## **Site maintenance**

The webmaster shall keep the club web site current. This includes promptly uploading information on announced common adventures, changes in activity coordinators and club officers. Material content (particularly content uploaded or posted by the public) shall be reviewed regularly. The webmaster shall periodically review the URL links on the site for content and validity. Inappropriate external links shall be promptly eliminated. Non-functional internal links shall be promptly corrected or eliminated as appropriate.

The webmaster shall monitor site server usage (particularly with respect to server disk usage and bandwidth limitations) to avoid unnecessary additional service provider fees. Unused, outdated, and unlinked files shall be deleted from the server to reduce the likelihood of over running allotted disk space and incurring additional fees.

It is recognized that certain features of the club web site are available to the public and material appearing on the web site may not be completely within the control of the club webmaster. Therefore, the club webmaster shall regularly police the use of the web site for any of the above activities or material, or material which may call the club's integrity into question. The club webmaster is authorized to take whatever actions are necessary to prevent infractions to this policy, including eliminating abused programs and cgi's, and/or banning individuals from use of the web resources.

## **Payments/fees**

The club treasurer shall pay any fees associated with the club web site (including web hosting fees and domain name registrations) directly to the billing organization unless other arrangements are made in advance and approved by the executive council. The club webmaster shall assure billings are correct and sent directly to the treasurer. The webmaster may not obligate the Idaho Alpine Club for any costs without prior approval of the Executive Council.

## **Access**

Access to the club web account shall be strictly controlled. This includes safeguarding of account password(s) and assigning the most restrictive file and directory permissions possible. All files and directories shall be write disabled by "groups" and "other" (i.e. CHMOD 755 and lesser permissions). An "index.html" or equivalent file shall be included in all web site directories. With the exception of browser-based interactive features, only currently active (i.e. dues paid or waived) club members shall be allowed to upload/download files onto the club web site, and they shall have approval of the Executive Council.

## **Passwords**

Passwords used for access to the club web site shall be at least 7 characters in length and shall not contain a word more than three characters in length used in the English language. Passwords may include numbers, special characters and upper and lower case characters. If passwords are disclosed to third parties (whether by fault or accident), they shall be changed at the first opportunity. Email account passwords are not subject to the above content and length requirements.

## **Email**

Members using club email accounts consent to the monitoring of incoming and outgoing messages and other use of club email accounts. Passwords to club email accounts shall be under the control of the club webmaster. Members using club email accounts may not change or alter the password(s) assigned to the account. The webmaster shall keep a current list of passwords for all email accounts.

**SPAM prevention:** The use of email addresses on web pages is susceptible to collection by web robots and other internet data harvesting programs. Notwithstanding, the club webmaster shall take all reasonable efforts to minimize generation of unwanted email (SPAM) to member's

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personal email accounts, including omission of personal email addresses from club web pages at the address owner's request (see below). The webmaster shall also minimize SPAMMING of club email accounts by using available SPAM filters and, if necessary, routine changing and/or reassignment of email ID's.

**Personal email addresses:** Personal email addresses will not be disclosed to third parties without the approval of the member and the executive council. Members submitting their email address for publication in the Idaho Club Bulletin automatically consent to the use of their email address on the club web site for the same purpose(s) intended in the bulletin (i.e. conducting club business, coordinating club activities). Members may request that their email addresses be omitted from the club web site. If the member desires, an alternative email address may be furnished by the club and used on the web site in lieu of their personal email address.

## **Personal Information**

Personal information provided to the club by members (such as telephone numbers and home addresses) shall only be posted on the web site for the purposes of conducting or supporting club activities. The posting of personal information shall be minimized to the greatest extent possible. The webmaster shall promptly remove any personal information at any member's request. If possible, alternative means of contacting the individual may be arranged (i.e. use of the club Post Office Box in lieu of their home address).

## **Images**

See prohibition of adult content above. Pictures and images of members in club activities may be used on the club web site. Care shall be taken to eliminate images which members may find personally derogatory or embarrassing. The webmaster shall promptly remove any images or pictures at the request of any individual depicted.

## **Activity announcements**

Announcements of activities on the club web site are subject to the same policies and procedures as those announcements published in the club bulletin. More specifically, announced activities and common adventures shall not be cancelled or postponed except in the following circumstances:

1. The only participant is the trip coordinator and/or immediate family.
2. Extreme extenuating circumstances such as situations threaten personal safety (e.g. weather, forest fires) or family emergencies (e.g. illness or death).
3. By approval or consent of the executive council.

*Note: Common Adventure Release forms are available from the Executive Council and are also available to download via the web site.*

## **Mailing lists, distribution lists, subscriptions**

All club sponsored mailing lists, distribution lists, and subscription services shall be approved by the Executive Council. Members may be automatically and routinely subscribed to club-sponsored automated mailing lists, reminder services and newsletters as a condition of paid membership. A convenient means must be provided to members by the webmaster to remove members from such distribution lists. Upon notification to the webmaster that a member does not wish to be included on a list, the webmaster shall promptly remove the individual from the identified lists and all future distributions. Initiating, operating and/or maintaining mailing lists, chat groups, e-groups and similar internet communication forums representing the Idaho Alpine Club must have prior approval of the Executive Council and the Webmaster.

## **Other**

Any requirement, policy, rule, etc. not covered in this document shall be subject to the review and approval of the Executive Council prior to implementation.

## **Definitions**

*Club* – The Idaho Alpine Club

*Club email address or account* - email addresses or accounts consisting of a userid and domain name (e.g. President@idahoalpineclub.org) that are used to represent the club. Club email addresses are assigned and controlled by the webmaster and are used exclusively for club business and activities.

*Personal email address or account* - an individual's (member or non-member) email address or account owned by an individual and used for their private electronic communications

*Executive Council* - the elected governing board of the Idaho Alpine Club as defined in the club by-laws.

*Webmaster* - the person assigned responsibility by the Executive Council to operate and maintain the club web presence.

*SPAM* - Unwanted, unsolicited email (usually sent in mass). SPAM is the email equivalent to "junk mail".

*Adult content* - Does this *really* need a definition? Basically, anything you wouldn't want your children to see or hear. A concise definition is unnecessary since the Executive Council gets to decide if the material is or is not of an "adult content" and whether or not it is appropriate. The Executive Council's decision is final.

*Web site* – the collection of files and directories on a server or computer for which services or hardware is paid for by the club for club business. Files may or may not be viewable by the public or other members.

Adopted by the Executive Council on

10/30/01

Date

Donna Whitham

Idaho Alpine Club President