

NSHMBA User Policy

As with other NSHMBA resources, e-mail is made available to National and Chapter Board Members, staff, and members to further the training, marketing, service, goals and mission of the National Society of Hispanic MBAs. Use of the NSHMBA e-mail and internet services, therefore, is intended to be in furtherance of such goals and mission and not for extracurricular purposes. Individuals may not use e-mail for entrepreneurial activities except in cases of NSHMBA sanctioned activities.

Policy

NSHMBA facilities, computers, and equipment are to be used to support its training, service, and administrative functions. NSHMBA Members and staff may not use resources (including any person, money, or property) under their official control or direction or in their custody, for personal benefit or gain, or for the **benefit or gain** of any other individuals or outside organizations. Un-Sanction Solicitation are strictly prohibited this prohibition does not apply to the use of NSHMBA resources that are reasonably related to the conduct of official organization duties or the use of resources that promote organizational effectiveness or enhance job-related skills and do not interfere with the organizations performance of official duties.

I. Examples of Allowed Use

Examples of uses consistent with the NSHMBA mission and reasonably related to the conduct of official duties or promotion of organizational effectiveness or enhancement of mission related skills include but are not limited to the following:

- Communications with appropriate NSHMBA members, constituents and staff to convey information and announcements, and to build business rapport.
- Announcement of and participation in chapter or national activities to acknowledge accomplishments of colleagues or celebrate holidays and events.
- Development of competency in the use of information technologies and computer resources.
- Occasional notices of charitable activities such as special events.
- Coordination of the Individual Contribution Fund Drive.

II. Criteria for Limited Personal Use

Occasional limited personal use of NSHMBA facilities, computers, and equipment, including email and Internet services, is permitted only if all five of the following conditions are met:

- 1) Any use is brief in duration, occurs infrequently, and is the most effective use of time or resources
- 2) The use does not interfere with the persons performance of NSHMBA official duties
- 3) The use does not disrupt or distract from the conduct of NSHMBA business due to volume or frequency
- 4) The use does not disrupt other NSHMBA members or staff and does not obligate them to make a personal use of NSHMBA resources
- 5) The use does not compromise the security or integrity of NSHMBA property, information, or software

III. Non-NSHMBA Activity

The use of NSHMBA resources including facilities, computers, and equipment for the conduct of personal use is **STRICTLY PROHIBITED**. Using NSHMBA property for private financial gain may be a misappropriation of funds, a violation of the ethics law. Activities that are considered NSHMBA service rather than outside work, but nonetheless may

result in the award of an honorarium to the employee, are to the prohibition on the use of NSHMBA resources.

IV. Ethics in Computer and Network Use

All Members and staff of NSHMBA are responsible for using computing and networking resources in an ethical and legal manner. NSHMBA policy prohibits account theft, file theft, violation of informational privacy, and penetration or harm to operating systems. If abuse of computer systems occurs, those responsible for such abuse will be held legally accountable.

When you use NSHMBA computing resources, you agree to the following conditions regarding the use of NSHMBA facilities and equipment:

- To respect the privacy of others by not sending them unwanted or inappropriate email messages, misrepresenting them when sending email, or tampering with their accounts, files, or data
- To use only your own user identification, to use it for its intended purposes, and not to share it with others
- Not to attempt to break a computing system or harass other people, either by developing programs for those specific purposes or by using already existing programs to do so
- Not send email to someone who has requested that you not do so.
- Not create, send, or forward chain letters (messages that are forwarded many times to people who have not solicited the information).
- Not flood another system, network, or user account with email

V. Email Guidelines

NSHMBA email is provided as a service to you, as well as to support communication from NSHMBA. NSHMBA administrative email messages will be sent to members and staff and affiliates of NSHMBA. Email sent to major groups of NSHMBA holders requires the approval of the NSHMBA Chapter Presidents, National Board Chair or CEO. Your use of NSHMBA email should respect others and must not interfere with the operation of the computers and networks.

VI. Enforcement

If you violate any of the NSHMBA computer and network use policies you are subject to loss of access to computing resources as well as to NSHMBA disciplinary and/or legal action.

If there is evidence of misuse of computing and networking resources through a specific account, the following steps will be taken to protect the systems, networks, and the user community:

- 1) The suspected NSHMBA's or network ports will be suspended immediately pending the outcome of any investigation.
- 2) The files and data associated with the NSHMBA or computer will be inspected for evidence.
- 3) The violation will be reported to the appropriate authorities:
 - Computing & Communications policy violation to the National CEO
 - Illegal activity to the police, the FBI, the Secret Service, Human Rights and
 - NSHMBA Legal Counsel.
- 4) Violators are subject to any and all of the following:
 - Loss of NSHMBA (i.e, loss of computing and networking access)
 - NSHMBA disciplinary actions (as prescribed in the "Code of Conduct")
 - Criminal prosecution