

Polk County Cultural Coalition (PCCC) Acceptable-Use-Policy

This acceptable-use-policy may be modified by PCCC without notifying clients. It is the responsibility of clients and their webmaster to know the current guidelines, and to conduct their activities accordingly.

Purpose

The purpose of this policy is to outline the acceptable use of computer services provided by PCCC to clients. These rules are in place to protect both PCCC and the client. Inappropriate use exposes PCCC and clients to risks including virus attacks, compromise of network systems and services, and legal issues.

Scope

This policy applies to clients of PCCC and all personnel authorized by the client to produce web pages and use email and storage services and software provided through PCCC.

Policy- General Use

1. While PCCC desires to provide a reasonable level of privacy to clients, users should be aware that PCCC cannot guarantee the confidentiality of information stored on any device accessed through PCCC resources.
2. Clients will be provided with passwords to allow storage and modification of client web pages.
3. Clients are responsible for exercising good judgment regarding appropriate use of resources provided by PCCC. Personal or commercial use of facilities is not allowed.
4. For security and network maintenance purposes, PCCC may monitor storage files, web pages, and network traffic at any time.
5. Information placed on web pages and in electronic storage on PCCC facilities may not be encrypted.
6. Clients should maintain “back-up” copies of all materials. PCCC is not responsible for deleted, modified, or corrupted files.

Policy- Security

1. Clients must keep passwords secure and not share accounts. Clients are responsible for the security of their passwords and accounts.
2. Password access to sensitive areas, such as a client’s board of directors personal information, is acceptable.
3. Email address obtained through PCCC (i.e. president@myculturalgroup.org) may not be used for purposes unrelated to the client’s cultural activities.

Unacceptable Use

Under no circumstances is a client authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing PCCC resources.

The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

Unacceptable System and Network Activities

The following activities are inappropriate for this PCCC funded program.

1. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.

2. Performing any activity which will interfere with PCCC other client's use of this service.
3. Performing any activity which is religious or commercial in nature. PCCC funding is restricted to cultural activities.
4. Using PCCC resources for any activity which is not predominantly "cultural" in nature.
5. Performing any activity which will generate an unreasonably large number of web site "hits" or email traffic. Our account is limited. "Large" is consistently more than 100 actions per day.

Unacceptable Email and Communications Activities

1. Sending "junk mail" or "spam" using email address provided by PCCC. Email accounts may not be used to send advertising material to individuals who did not specifically request such material (email spam).
2. Any extensive personal use of email or email for purposes not related to the cultural operations of the client.

Termination

PCCC may terminate a client's use of services at any time for any reason. The following are some reasons for termination:

1. Loss of supporting funds by PCCC
2. Failure of the client to abide by the intent of this acceptable use policy. Such termination will be at the discretion of the PCCC Webmaster (webmaster@PolkWeGotCulture.org). Appeals of this decision may be addressed to the board of directors of PCCC.
3. A decision by PCCC to terminate or modify this program

If an account is terminated, efforts will be made to preserve client files. This cannot be guaranteed.

Application - Polk Cultural Internet Services

This is an application to participate in the Polk Cultural Internet Services program sponsored by the Polk County Cultural Coalition. This program provides no-cost internet services including web page, domain registration, and email services to qualified Polk County cultural organizations.

Name of Organization:

Brief description of the organization and its cultural goals:

Is the organization non-profit?

Mailing address of Organization:

Responsible person (webmaster) for coordinating access to the program and assuring compliance with the PCCC Acceptable-Use-Policy .

Mail address of webmaster:

Email address of webmaster:

Preferred domain name. Give at least three acceptable choices. Note that the domain name selected must be unique in order to be registered.

Preferred password for your account. This must be at least 8 characters and include both letters and numbers:

I am the designated webmaster for this organization and I agree to comply with the Acceptable-Use-Policy of the Polk County Cultural Coalition's "Polk Cultural Internet Services" program.

Signature:_____

Mail to:

Webmaster
Polk County Cultural Coalition
P.O. box 195
Monmouth, OR 97361