

Technology Use Policy

Organization: Red Mountain Community Social Club

Effective Date: April 7, 2026

Approved by: RMCSB Board

1. Purpose

This Technology Use Policy establishes expectations for the appropriate, ethical, and secure use of the Red Mountain Community Social Club's (RMCSB) technology resources. These resources are provided to support the nonprofit's mission, operations, programs, and communications.

2. Scope

This policy applies to all individuals who use the organization's technology resources, including:

- Members
- Committee Chairs
- Board members (Officers and Directors)
- Contractors

Technology resources include, but are not limited to, computers, phones, tablets, software, email accounts, internet access, cloud storage, databases, printers, and any other electronic systems used for the organization's business.

3. Acceptable Use

Authorized users must:

- Use technology resources primarily for organization-related purposes.
- Access only the data, systems, and accounts for which they have explicit permission.
- Protect passwords and not share login credentials with anyone.
- Handle all organizational data responsibly and in accordance with confidentiality policies.
- Use organization-provided communication tools (email, shared drives, messaging platforms) for professional, respectful, and mission-aligned communication.
- Follow all software licensing agreements and copyright regulations.

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4. Prohibited Use

Users may not:

- Use organizational technology for illegal, unethical, or harmful activities.
- Access, store, or distribute offensive, discriminatory, or inappropriate content.
- Download or install unauthorized software or applications.
- Use organizational systems for personal commercial gain or political campaigning (to maintain 501(c)(3) compliance).
- Connect unapproved personal devices to organization-owned systems if such connections pose security risks.
- Attempt to bypass security controls, firewalls, or access restrictions.

5. Security & Data Protection

Users must adhere to the organization's data protection and privacy procedures, including:

- Keeping devices locked and secured when not in use.
- Reporting suspected data breaches, phishing attempts, or suspicious activity immediately.
- Storing sensitive or confidential information only in approved systems or databases.
- Avoiding the use of unsecured public Wi-Fi for work involving sensitive data unless using a VPN.
- Complying with data retention and deletion requirements.

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6. Email, Internet, and Communication Systems

- Email accounts issued by the organization are for organizational business.
- Users should maintain professionalism in all email, messaging, and online interactions.
- Organizational email and digital communications may be monitored, archived, or reviewed as permitted by law.
- Internet access may not be used to view or distribute inappropriate or harmful content.

7. Use of Personal Devices

If personal devices are used for nonprofit work, users must:

- Maintain adequate security settings (passwords, screen locks, updated software).
- Store organizational data only in approved applications or cloud systems.
- Agree to remove organizational data from personal devices upon request or when leaving the organization.
- Notify the organization if a personal device containing organizational information is lost, stolen, or compromised.

8. Social Media & Public Communications

Unless explicitly authorized, users may not speak on behalf of the organization on social media or other public platforms.

Users must:

- Avoid sharing confidential information.
- Uphold the organization's values and maintain respectful, non-discriminatory communication.
- Reference RMCSB Communication and Social Media policy for further information.

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9. Technology Asset Management

- All technology equipment purchased by or donated to the organization is organizational property.
- Users must return all equipment, keys, access cards, and digital credentials upon separation.

10. Monitoring & Privacy

- The organization reserves the right to monitor technology usage to protect organizational assets and ensure compliance.
- Users should have no expectation of personal privacy when using organizational equipment or systems.

11. Violations

Violation of this policy may result in action by the Board, including:

- Revocation of technology access
- Termination of membership
- Reporting illegal activity to appropriate authorities
- Other actions as deemed appropriate by leadership

Policy Review

Policies and procedures are reviewed and revised at the direction of the Board President as needed or to align with changes in the law or changes in organizational practices.