Overview

The Penmen Press' intentions Acceptable Use Policy is intended to continue Southern New Hampshire University's established culture of openness, trust, and integrity. The Penmen Press is committed to protecting its members, partners and the company from illegal or damaging actions by individuals, either knowingly or unknowingly.

The Penmen Press website, Slack, email and all content are the property of Student Government Association - The Penmen Press (The Penmen Press). These technology systems and content are to be used for club members ONLY and may not be used for outside or personal communication.

Effective security is a team effort involving the participation and support of every club member and affiliates who deal with information and/or information systems. It is the responsibility of every member to know these guidelines and to conduct activities accordingly.

1. **Purpose**

   The purpose of this policy is to outline the acceptable use of Penmen Press technology and content. These rules are in place to protect the club member and advisor(s) in an event of inappropriate usage.

2. **Scope**

   This policy applies to the use of information and club resources to conduct day-to-day operations of club activities. All members are responsible for exercising good judgment regarding the appropriate use of said information and resources in accordance with Penmen Press standards.

3. Policy

3.1. General Use and Ownership

3.1.1 The Penmen Press proprietary information stored on electronic and computing devices within The Penmen Press's office (Student Center Room 113) is the sole property of The Penmen Press. It is required to stay within expected guidelines when using this machinery.

3.1.2 Members have the responsibility to promptly report the theft, loss, or unauthorized disclosure of Penmen Press information/data, or machinery. Reports should be made to BOTH the Editor(s) in Chief and Online Manager or designee.

3.1.3 Members may access, use or share Penmen Press information and machinery only to the extent it is authorized and necessary to fulfill the assigned job duties.

3.1.4 Members are responsible for exercising good judgment regarding the reasonableness of personal use. Individual sections are responsible for creating guidelines concerning personal use of Penmen Press technology. In the absence of such policies, members should be guided by general club policies on personal use, and if there is any uncertainty, members should consult their supervisor or manager.

3.1.5 For security and website maintenance purposes, authorized individuals within The Penmen Press may monitor equipment, systems, and website traffic (Penmen Press Site) at any time .

3.1.6 The Penmen Press reserves the right to audit equipment, systems, and website traffic on a periodic basis to ensure compliance with this policy.

3.1.7 Equipment, machinery, data, and technology owned by the Penmen Press is only to be used by its members. Persons that are no members of the Penmen Press are prohibited from using said items.

3.2 Security and Proprietary Information

3.2.1 System-level and user-level passwords must comply with the Password Policy (See Policy Below). Providing access to another individual, either deliberately or through failure to secure its access, is prohibited. No password is to be shared, even with other Penmen Press members.

3.2.2 Postings by members from The Penmen Press email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of The Penmen Press unless posting is in the course of club duties.

3.3 Unacceptable Use

The following activities are, in general, prohibited. members may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is a member of The Penmen Press authorized to engage in any activity that is illegal under local, state, federal, or international law while utilizing any Penmen Press 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.

3.3.1 System and Network Activities

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by The Penmen Press
2. Unauthorized use or reproduction of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which The Penmen Press or the end user does not have an active license is strictly prohibited.

3. Accessing data, a server or an account for any purpose other than conducting The Penmen Press business, even with authorized access, is prohibited.
4. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to the export of any material that is in question.
5. 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.
6. Using Penmen Press computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
7. Making fraudulent offers of products, items, or services originating from any Penmen Press account.
8. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
9. Effecting security breaches or disruptions of service. Security breaches include, but are not limited to, accessing data of which the member is not an intended recipient or logging into a server or account that the member is not expressly authorized to access unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
10. Providing information about, or lists of, Penmen Press members to parties outside The Penmen Press.
11. Members are required to follow any and all other policies provided by The Office of Student Involvement, Student Government Association's Policies for Recognized Clubs and Southern New Hampshire University.

4. Policy Compliance

4.1 Compliance Measurement

The Penmen Press Web Team will verify compliance to this policy through various methods, including but not limited to: business tool reports, internal and external audits, and feedback to the Executive Board.

4.2 Exceptions

Any exception to the policy must be approved by the Online Manager AND Editor(s) in Chief or Advisor in advance.

4.3 Non-Compliance

A club member found to have violated this policy may be subject to a meeting with the Advisor, Editor(s) in Chief, and Online Manager for retraining of website policies.

5. Related Standards, Policies and Processes

- Data Protection Standard
  - To help ensure that our systems are protected and secured at all times, all members are required to only use their own accounts which are issued by the Online Manager (or designee). Members are also required to log out of their account when they step away from their device to prevent unauthorized access.
- Password Policy
  - Passwords must be at least eight characters with one upper case letter, two numbers, and one special character. Passwords also may not be the same across multiple platforms.
- Help Desk
  - Members are encouraged to ask for help via the help desk for team web at any time at penmenpress.com/teamweb. Team Web Members are responsible for responding to tickets in a timely fashion (Monday-Friday 8 AM-4:30 PM). Weekend hours may be added during peak times of service.
- Knowledge Base and Status Page
  - Members are encouraged to look at the Team Web Knowledge Base for updated information as systems get updated or changed. System Status and Knowledge Base can be found at penmenpress.com/teamweb.

By signing this policy you accept and understand what is expected of you. This policy is in effect until June 30, 2021 or the end of the semester, whichever comes last.

_____   _____

Member Name Printed   Position

_____   _____

Member Signature   Date

_____   _____

Online Manager or Designee Signature   Date

_____   _____

Adviser Signature   Date