

Nevada Outdoor School IT Policy

In this policy, the term employee refers to both staff and national service members.

Nevada Outdoor School, as part of a sound, efficient business environment, is committed to providing our staff with appropriate electronic media tools to perform their tasks. This includes access to computers on a shared network, software, internet, printing, e-mail, telephone, camera, and other tools that may be required from time to time. This policy explains the privileges and expectations of users of Nevada Outdoor School's (NOS's) Information Technology (IT) system.

Logins/Pass Words

Each approved user of the NOS network, after agreeing to this policy, will be issued a log-in ID and the opportunity to create a password of their choosing. Passwords must have the following characteristics for complexity:

- Minimum of 8 characters
- contain at least 3 of upper-case, lower-case, number or symbol.
- Cannot contain the user name
- Cannot contain certain common words like "Password"

Passwords will be required to be changed every 100 days and new passwords must be unique to the previous 7 passwords you have used. Do not share your password with others. You will be responsible for any activity on the network that happens under your log-in regardless of whether or not you were sitting at the keyboard. If you think your account has been compromised for any reason, please request a password reset from the Executive Director.

If there is a guest that needs to use the network, there is a guest log in. Login: Guest, Password: Password123 Office Policy reminder (all guests must be supervised while in the NOS office) Guest users are expected to abide by all details of this policy.

Computers

Nevada Outdoor School employees will be issued a work station with a computer. At times, and depending upon assigned duties/job description, some employees may be required to share computers. Computers and supplied software will be adequate to perform duties, but due to the nature of non-profit, these computers will not always be of the highest performing variety, we appreciate your patience and understanding of the efforts it took to provide any network at all. Personal computers should not be used for NOS related duties unless approved by the Executive Director.

No software should be installed on NOS computers without approval from the Executive Director.

Nevada is dusty, keeping your work areas clean will help keep your computers clean and running smoothly. You must dust/vacuum your work area regularly, including dusting off the computers to minimize the impact of dust on your computers components.

Updates: if your computer is asking for you to install updates, please see the Executive Director. Updates need to be installed regularly to protect from virus attacks.

Internet/E-mail

NOS understands that access to e-mail and the internet is crucial to conducting work in any business environment and therefore will provide the NOS network with access to the internet and employees will be issued @nevadaoutdoorschool.org e-mail addresses. Internet and e-mail are provided in order for employees to accomplish assigned duties. NOS understands that many of our employees may not have the means to access internet at home and therefore does not prohibit the use of internet for personal reasons. However, similar to personal printing, abuse of the privilege will not be tolerated and may result in disciplinary actions in accordance with the NOS discipline policy. The following are guidelines to appropriate personal use: E-mail accounts may be used to send e-mails to non-work related contacts, however, please remember that any e-mail you send from an @nevadaoutdoorschool.org account has the potential to represent our organization. You should consider the NOS Core Values when communicating with anyone from your NOS account. Do not use the NOS e-mails to send vulgar, offensive or otherwise inappropriate information. Personal use of the internet should be limited to off-work times, before or after hours, lunch breaks or short morning and afternoon breaks. It is permissible to use the office computers during times the office is closed for personal use. The NOS network may never be used to view, upload or download objectionable materials. This would include, but is not limited to: vulgarity, adult content, off-color or crude humor and jokes, anything illegal or otherwise prohibited. If personal use of the internet is in anyway found to interfere with an employee's ability to perform assigned duties, the privilege will be revoked.

Due to constraints on our internet bandwidth, continuous streaming of video or audio is not permitted during work hours.

Printing

Printing capabilities will be provided for work related purposes as necessary. NOS currently has one black and white laser printer and one color-inkjet/fax/scanner. Black and white printing should be utilized for all jobs as appropriate. If you are unfamiliar with any of the functions of these printers, please get instruction from someone who does in order to minimize waste. Only print documents which are absolutely necessary, if double-side scrap paper can be used for draft materials, please do so. Everyone needs to do their part to stretch NOS printing resources as far as they will go.

Printing of personal materials is not prohibited, however, abuse of this privilege may result in disciplinary action. If you are printing personal material, you are required to provide your own paper. If you have any questions about whether it is inappropriate to print something, ask your supervisor. Abuse of personal printing privileges would include excessive printing, failure to perform duties due to personal use of printers, printing of objectionable materials, etc.

Telephones

Telephones and service is provided for business related purposes. Personal calls on NOS phones are permitted, but only outside of office hours or if kept to a short duration (less than 5 minutes.) You are not required to answer call waiting beeps, however, if you hear this beep during your conversation, you must check the voice mail immediately following your call. Any voice messages should be passed on to the appropriate person with all details as soon as possible.

Lap Tops

NOS has a few laptops which may be issues to employees who need to travel for work, or who will need to work outside of the office for other reasons. Laptop check outs must be approved by the Executive Director and the equipment check out policy must be followed.

Laptops are fragile, fickle things; in addition, they are expensive. Please take the utmost care with them while you have them checked out, if they break, we will not be getting new ones anytime soon. If laptops are found to be damaged due to a malicious act, as with any NOS property, the abuser will be held accountable for the damages.

Cameras/Other Tools

Photos of programs are an important part of our fundraising, reporting and outreach efforts. Therefore, a digital camera will be provided and should be used whenever appropriate to take photos of NOS activities. All NOS employees inherently give photo release for whatever purposed best serve the organization. If you are taking photos at an event, please ensure that media releases have been signed for any minors being photographed. Utmost care should be taken to protect the NOS camera from damage, theft or loss at all times. The camera may be checked out from the Executive Director. Other electronic equipment may be issued and checked out on a case-by-case basis as approved by the Executive Director.

Electronic Data

All material and information created on NOS computers or by employees of NOS is and remains property of NOS indefinitely. E-mail and network accounts will be suspended immediately following an employee's last day with the organization.