

Acceptable Use Policy

Overview

The purpose of this policy is to establish acceptable and unacceptable use of electronic devices and network resources at Pride St. Louis (“PrideSTL”) in conjunction with the organization’s established culture of ethical and lawful behavior, openness, trust, and integrity.

PrideSTL provides computer devices, networks, and other electronic information systems to meet missions, goals, and initiatives and must manage them responsibly to maintain the confidentiality, integrity, and availability of its information assets. This policy requires the users of information assets to comply with company policies and protects the company against damaging legal issues.

For security, compliance, and maintenance purposes, authorized personnel may monitor and audit equipment, systems, and network traffic per the Audit Policy. Devices that interfere with other devices or users on the PrideSTL network may be disconnected. Information Technology prohibits actively blocking authorized audit scans. Firewalls and other blocking technologies must permit access.

Scope

All employees, contractors, consultants, temporary and other workers at PrideSTL, including all personnel affiliated with third parties, must adhere to this policy. This policy applies to information assets owned or leased by PrideSTL, or to devices connecting to a PrideSTL network or at a PrideSTL site.

The Director of Information Technology and Marketing (“Director”) or their designee must approve exceptions to this policy in advance through written request to infosec@pridestl.org.

Terms of Agreement

You, the User, are responsible for:

- ▼ Exercising good judgment regarding appropriate use of PrideSTL resources in accordance with PrideSTL policies, standards, and guidelines. PrideSTL resources may not be used for any unlawful or prohibited purpose.
- ▼ Security of data, accounts, and systems under your control. Keep passwords secure and do not share account or password information with anyone, including other personnel, family, or friends. Providing access to another individual, either deliberately or through failure to secure its access, is a violation of this policy.
- ▼ Ensuring through legal or technical means that proprietary information remains within the control of PrideSTL at all times. Conducting PrideSTL business that results in the storage of proprietary information on personal or non-PrideSTL controlled environments, including devices maintained by a third party with whom PrideSTL does not have a contractual agreement, is prohibited. This specifically prohibits the use of an e-mail account that is not provided by PrideSTL, or its customer and partners, for company business.
- ▼ Prompt reporting of any theft of PrideSTL assets to infosec@pridestl.org.

You, the User, are prohibited from:

- ▼ Interfering with corporate device management or security system software.
- ▼ Using PrideSTL resources for the following:
 - ▽ Causing a security breach to either PrideSTL or other network resources, including, but not limited to, accessing data, servers, or accounts to which you are not authorized; circumventing user authentication on any device; or sniffing network traffic.
 - ▽ Causing a disruption of service to either PrideSTL or other network resources.
 - ▽ Introducing honeypots, honeynets, or similar technology on the PrideSTL network.
 - ▽ Violating copyright law, including, but not limited to, illegally duplicating or transmitting copyrighted pictures, music, video, and software.
 - ▽ Use of the Internet or PrideSTL network that violates PrideSTL policies, or state or federal law.
 - ▽ Intentionally introducing malicious code, including, but not limited to, viruses, Trojan horses, e-mail bombs, spyware, adware, and keyloggers.
- ▼ Electronic communications for the following purposes:
 - ▽ Supporting illegal activities, and procuring or transmitting material that violates PrideSTL policies against harassment or the safeguarding of confidential or proprietary information.
 - ▽ Sending Spam via e-mail, text messages, pages, instant messages, voice mail, or other forms of electronic communication on the PrideSTL network.
 - ▽ Forging, misrepresenting, obscuring, suppressing, or replacing a user identity on any electronic communication to mislead the recipient about the sender.
 - ▽ Use of a PrideSTL e-mail or IP address to engage in conduct that violates PrideSTL policies or guidelines. Posting to a public newsgroup, bulletin board, or listserv with a PrideSTL e-mail or IP address represents PrideSTL to the public.

Agreement

- ▼ I, the below signatory, understand and accept the terms of this agreement. I acknowledge that violation of this policy may result in action by the organization, including but not limited to: restriction or banning from future use of PrideSTL resources, discipline by the Board of Directors (if applicable), or referral to relevant law enforcement agencies.

Printed Name

Signature

Date