Acceptable Usage Policy

For Wiltshire Scouts IT

This policy sets out guidance for all adult volunteers on the acceptable use of Wiltshire Scouts email. The aim is to protect individuals and to encourage them to take responsibility for what they write and to exercise good judgement and common sense.

It is important to remember that volunteers are ambassadors for Wiltshire Scouts and that social media is never private.

Policy Statement

To help you with your Role, Wiltshire Scouts provide an email system, computer files and software. To make sure that all Members follow this policy, we may monitor email usage.

Members should not use email in ways that are disruptive, offensive to others, or harmful to morale. You also may not use Wiltshire Scouts email for ethnic slurs, racial comments, or anything that another person might consider to be harassment or disrespectful. If you know about any violations to this policy, notify the County Commissioner, the Chair of the County Executive or the County Communications Manager. Members who violate this policy are subject to disciplinary action, up to and including suspension of your role. All internet data that is written and sent, or received through our email system is part of official records. That means that we can be legally required to show that information to law enforcement agencies or other parties. Therefore, you should always make sure that the information contained in internet email messages and other transmissions is accurate, appropriate, ethical, and legal.

We reserve the right to find and read any data that you write, send, or receive through our online connections or that is stored in our Microsoft 365 tenant. You may not use the internet to write, send, read, or receive data that contains content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any Member or other person. You may also be held personally liable for violating this policy.

The following are some examples of prohibited activities that violate this internet policy:

- Sending or posting messages or material that could damage the organisation's image or reputation.
- Participating in the viewing or exchange of pornography or obscene materials.
- Sending or posting messages that defame or slander other individuals.
- Refusing to cooperate with a security investigation.
- Sending or posting chain letters, solicitations, or advertisements not related to Scouting purposes or activities.
- Passing off personal views as representing those of the organisation.

- Sending anonymous email messages.
- Engaging in any other illegal activities.

This policy relates to all forms of social media, social networking sites, and all other internet postings, including blogs. The policy applies regardless of how the social media is accessed.

The internet provides unique opportunities to share information on topics relevant to our aim using a wide variety of social media, such as Facebook, X (formerly Twitter), Instagram, TikTok, blogs and more. The Scout Association encourages the responsible use of social media as a way to publicise Scouting and has issued guidelines which can be found at: **Scout Association Guidelines**

Who is covered by this policy?

All adult volunteers involved with Wiltshire Scouts.

'Volunteers' means: Executive Committee Members, Commissioners, Leaders and Occasional Helpers within Wiltshire Scout County, it's Districts, Groups and Units.

Things to know

- Access to Microsoft 365 is provided for Scouting use exclusively.
- For access to Microsoft 365 members must have a Valid DBS and accept the Acceptable Usage Policy
- The following training must be completed and validated before access to Microsoft 365 is granted:
    - **GDPR**
    - **Safeguarding**
    - **Safety**
- Wiltshire Scout Council reserves the right to monitor all email to ensure compliance with this policy.
- Email is not a secure method of communication. Once a message is sent (externally), you have no control over who it may be forwarded to.
- When a member leaves Scouts their account will be suspended. The account will then be deleted after 60 days.
- You can always ask for support by emailing digital@wiltshirescouts.org.uk

Things to do

- Use the same care and language when writing an email as you would writing a letter.
- Make sure that your message is concise, respectful, relevant and only sent to those who need it.
- Talk about Scouting in a confident, active, challenging, inclusive and optimistic way.

Things not to do

- Never open an attachment that you were not expecting even if you know the sender.
- Do not forward suspicious emails to anyone. Report all suspicious emails to "**digital@wiltshirescouts.org.uk**" and the support team will deal with it.
- Do not send anything which others may find offensive.

How we talk in Scouting

Taken from the Brand Activation Guide.

> Just as a person has a particular way of expressing themselves, we have our own way of talking and writing as a movement. This is what we call our tone of voice. It captures our character, personality and it's unique to us. These are words we use to describe it:
>
> - Confident
> - Active
> - Challenging
> - Inclusive
> - Optimistic

We should all aim to speak and write in this manner while remaining formal where necessary.

To request an @wiltshirescouts.org.uk email address please complete our Email Request Form