

MF007: Issue 2

Code of Practice for the use of Electronic Communication Facilities (IT)

Approved by Council

Date: August 2013

Review:

August 2015

Scope

This Code of Practice applies to users of web sites and list servers operated by The Society (including those provided by the Groups and Regions) and to email messages sent in connection with The Society's activities. It applies equally to staff and volunteers acting in any capacity on behalf of The Society.

Summary

The Society is keen to encourage the use of electronic communications (IT) for the benefit of members to share information and knowledge in support of The Society's objectives and to conduct the Society's business.

Those who use electronic communication facilities such as web sites, list servers or e-mail, provided for or on behalf of The Society are expected to do so responsibly to comply with the Law, to observe the normal accepted standards of personal courtesy and conduct.

Purpose

This Code of Practice defines the conditions of use for facilities provided by or on behalf of the Society. It defines the Society's policy and the responsibilities of users.

The Society encourages the use of electronic communications for the benefit of members to share information and knowledge in support of the Society's objectives and to conduct the Society's business but it will also exercise the right to withdraw these facilities from anyone who does not comply with this code of practice.

Acceptable Use

Those who use facilities provided for or on behalf of The Society are expected to do so responsibly, that is to comply with the Law, with Society policies and with normal standards of personal courtesy and conduct. Users are expected to clearly identify themselves.

Examples of acceptable use are listed below. The list is not exhaustive and users should use their common sense bearing in mind the Society's objective of promoting and supporting Photography and Imaging.

- Information on meetings and photographic events
- Reviews and comment on equipment, books web sites etc.

- Sale of personal equipment
- Presentation and discussion of images.
- Discussion of Society policies and practices.
- Users are encouraged to use the Folios for discussion and display of images.

Unacceptable Use and Behaviour

- Illegal activities (creation display production or circulation of offensive material)
- Commercial purposes other than those connected with the Society's activities
- Any form of harassment or defamation of character.
- Publication of third party personal information
- Collection of information about other users
- Sending of chain letters and SPAM
- Altering data or information provided by a third party
- Knowingly distribution of a virus, worm etc or other nuisance material or programme
- Attempting to penetrate security measures
- Uploading unacceptably large files to RPS public sites
- Electioneering via RPS or associated web facilities.

Representation

It is the responsibility of users of IT to ensure that they do not publicly or privately misrepresent Society Policies and Procedures.

Users must not give the impression that they are representing, giving opinions or otherwise making statements *on behalf* of the Society unless authorised (implicitly or explicitly) to do so. Where appropriate a disclaimer should be given which may take the form. 'The opinions expressed are my own and not necessarily those of the Royal Photographic Society'.