Policy for Appropriate Account Use

Purpose:

The purpose of this document is to establish clear and effective protocols for the use of Google Workspace for Nonprofits and Slack accounts provided by Esperanto-USA. These accounts are made available to officers, staff, committee chairs, and other individuals performing work on behalf of the organization. By setting these guidelines, Esperanto-USA aims to ensure that these digital tools are utilized in a manner that maximizes their benefits while maintaining security, efficiency, and respect for all users. The Executive Director is responsible for the creation and allocation of these accounts, ensuring they are used strictly for organizational purposes to support the mission and operations of Esperanto-USA.

Requirements:

To ensure that everyone can fully benefit from these resources, all users are required to adhere to the following guidelines for appropriate account use:

- Accounts must be used exclusively for Esperanto-USA purposes and not for personal or commercial activities.

- Accounts must be kept secure, with passwords kept confidential, unique, and not shared.

- Users must respect the privacy of others and comply with the Social Media Code of Conduct.

- Account holders are prohibited from using Google for Nonprofits or Slack accounts to engage in any illegal or unethical activities.

Accounts will be reviewed at least annually and may be deactivated if it is determined that Esperanto-USA has no need for them. Esperanto-USA reserves the right to review any content created, stored, or used on these services. If you have any questions about these guidelines, please contact the Executive Director at eusa@esperanto-usa.org.

Scope:

These accounts provide access to a variety of tools and services which can help members of a nonprofit to be more effective in their work. Specifically, Esperanto-USA has access to the following services:

- **Slack**: A messaging and collaboration platform that allows teams to communicate in real-time through channels, direct messages, and group chats. It also supports voice and video calls, enhancing remote communication and teamwork.

- **Gmail**: An email service with large storage capacity and integration with other Google services.

- **Google Drive**: A cloud storage service that allows users to store, access, and share files, including documents, photos, and videos.

- **Google Docs**: A word processing application for creating and editing documents collaboratively in real-time, similar to Microsoft Word.

- **Google Sheets**: A spreadsheet application for creating and editing spreadsheets, similar to Microsoft Excel.

- **Google Slides**: A presentation application for creating and editing slideshows, similar to Microsoft PowerPoint.

- **Google Forms**: A tool for creating online forms and surveys, with automated response collection and analysis.

- **Google Calendar**: A calendar tool for scheduling and managing events, meetings, and appointments.

- **Google Meet**: A video conferencing and online meeting platform for virtual meetings, webinars, and screen sharing.

- **Google Chat**: A messaging and collaboration platform for team communication and real-time chat.

- **Google Contacts**: A contact management tool to store and organize contact information.

- **Google Sites**: A website builder to create simple websites and intranet sites, without coding.

- **Google Keep**: A note-taking app for creating, organizing, and sharing notes, lists, and reminders.

- **Google Jamboard:** A virtual whiteboard for visual collaboration and brainstorming.

- **Google Vault**: An archiving and eDiscovery tool for retaining and searching email and chat messages.