



Non-Profit-Tax-Exempt Organization  
6401 Independence Pkwy, Plano, Texas 75023 Tel: 972-491-5800 Fax: 972-208-6482

## **NON-DISCLOSURE AGREEMENT IT POLICY AND PROCEDURE**

### **ELECTRONIC COMMUNICATIONS POLICY**

1. Purpose:
  - 1.1. This Electronic Communications Policy (the "Policy") applies to all authorized users of IACC (Plano Masjid) with respect to the use of IACC computer, computer network equipment and Internet access capabilities, including electronic mail ("email") and voice mail systems.
2. Volunteer/Employee (User) Responsibility:
  - 2.1. Each user is responsible for complying with this Policy and reporting to IACC Shura or IT Committee any suspected violations.
  - 2.2. Each user using systems within the scope of this Policy is required to sign an acknowledgement of the user understanding of and intent to comply with the Policy. IACC may from time to time require additional written acknowledgments.
3. Policy Administration:
  - 3.1. IACC IT Committee has been identified as Network Administrator for IACC and is listed on the last paragraph of this policy. Users may contact the IT Committee with any questions about this Policy.
  - 3.2. The IT Committee is charged with protecting the IACC's computer network and Internet-related systems and is authorized to take reasonable and appropriate action to protect the IACC and the integrity and security of those systems.
  - 3.3. If IT Committee identifies a violation of this Policy, IT Committee will bring the matter to the attention of IACC Shura. The decision on any disciplinary action due to a violation of this Policy will be made by IACC Shura
4. Use Standards:
  - 4.1. All use of Company systems, including e-mail and v-mail, and all network and Internet-related activity shall be conducted in a responsible and professional manner reflecting the IACC's commitment to honest, ethical and non-discriminatory practice. Use of IACC systems for accessing or communicating obscene, pornographic, racist, sexist or other offensive material is a violation of this standard and prohibited by this Policy.
  - 4.2. Users shall take reasonable measures to avoid the public disclosure of IACC information. Information on IACC systems should not be accessed, modified or disclosed except by authorized users in course of their roles and duties.
  - 4.3. No user may access a computer account that belongs to another user or attempt to read, change or tamper with another user's electronic communications, files or software without the authorization from the other user or authorized by IT Committee or Shura.

- 4.4. It is a responsibility of Shura to notify IT Committee immediately of any user account termination or re-assignment. Failure to notify IT Committee of a termination presents a significant risk to the security of the systems and network.
  
5. Privacy and Monitoring:
  - 5.1. All information created or stored on the IACC's computers and computer network and Internet-related systems, including e-mail and vmail, is the property of the Company and is not private to any user.
  - 5.2. No user should have any expectation of privacy as to his or her Internet or network usage or information stored on any IACC system. IACC reserves the right to access and monitor all files, v-mail, email and other network and Internet-related systems.
  
6. Personal Use:
  - 6.1. Limited personal use of the Company's network and Internet-related systems is permitted as long as such use does not violate IACC policies.
  - 6.2. Personal information that is intended to remain confidential should not be created or stored on the IACC's network, v-mail or other IACC systems, as the IACC provides no assurance of the confidentiality of such information.
  
7. Confidential and Privileged IACC Communications:
  - 7.1. Confidential and privileged communications may at times be transmitted or stored on IACC network or other systems. Users who receive or have access to such privileged information should not disclose or distribute such information, except as directed by IACC Shura.

#### **ELECTRONIC COMMUNICATIONS POLICY ACKNOWLEDGMENT FORM**

I acknowledge that I have received a copy of IACC's Electronic Communication Policy. I agree to read it thoroughly, and agree that if there is any policy or provision in the policy I do not understand, I will seek clarification from the IT Committee.

I understand that my use of IACC Electronic Communication Policy constitutes my consent to all the terms and conditions of that policy.

In particular, I understand that (1) the E-mail system and all information transmitted by, received from, or stored in that system are the property of IACC, (2) the system is to be used for IACC activities and not for personal purposes, and (3) I have no expectation of privacy in connection with the use of the Electronic Communications or with the transmission, receipt, or storage of information in that system.

I agree not to use a code, access a file, or retrieve stored communications unless authorized. I acknowledge and consent to IACC monitoring my use of the electronic communication at any time at its discretion, including printing and reading all E-mails entering, leaving, or stored in the system.



**I ACCEPT AND AGREE TO THIS POLICY WITH FULL KNOWLEDGE OF ITS CONTENT.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name