

Michigan Swimming, Inc.

Official Policy

Policy ID
001

Policy Title
Microsoft Office 365 Access and Usage Policy

Adopted Date
July 17, 2017

Scope

This policy is to cover access to, and usage of, Michigan Swimming, Inc.'s Microsoft Office 365 for Non-Profits Tenant (henceforth "the tenant"). This policy includes parameters for access, acceptable usage, and data ownership. This policy applies to all users with access to the tenant, past and present.

Parameters of Access

Pursuant to the Terms and Conditions set forth by the Microsoft Corporation, employees and key volunteers with fiduciary responsibilities may be granted access to the tenant.

Access to the tenant shall be granted to individuals as defined below.

1. Paid employees of Michigan Swimming, Inc.
Minimum access to include the following services: Exchange, SharePoint, Office 365 Online WebApps
2. Voting Members of the Board of Directors of Michigan Swimming, Inc.
Minimum access to include the following services: Exchange, SharePoint, Office 365 Online WebApps
3. Non-Voting Members of the Board of Directors of Michigan Swimming, Inc.
Minimum access to include the following services: Exchange, SharePoint, Office 365 Online WebApps
4. Committee Chairs and Coordinators
Minimum access to include the following services: Exchange, SharePoint, Office 365 Online WebApps
5. Members of Michigan Swimming, Inc. Serving on Central Zone or USA Swimming Boards or Committees
Minimum access to include the following services: Exchange, Office 365 Online WebApps

Access to services on the tenant shall be granted for lengths of time as defined below.

1. Paid employees of Michigan Swimming, Inc.
Beginning on the first day of employment and terminating on the day following the last day of employment.
2. Voting Members of the Board of Directors of Michigan Swimming, Inc.
Beginning on the day of election or appointment and terminating 60 days following the last day of the term.
3. Non-Voting Members of the Board of Directors of Michigan Swimming, Inc.
Beginning on the day of election or appointment and terminating 60 days following the last day of the term.
4. Committee Chairs and Coordinators
Beginning on the day of election or appointment and terminating 30 days following the last day of the term.
5. Members of Michigan Swimming, Inc. Serving on Central Zone or USA Swimming Boards or Committees
Beginning on the day of election or appointment and terminating on the day following the last day of the term.

EXCEPTION: Any individual that resigns or otherwise does not complete his/her full term shall have access terminated immediately.

The Board of Directors (or its Executive Committee) may grant exceptions to the above requirements for access or lengths of access on an individual basis as it sees fit so long as the exception is in the best interest of Michigan Swimming, Inc. and does not violate the Terms and Conditions as set forth by the Microsoft Corporation.

Acceptable Usage

All use of tenant services must be consistent with policies and procedures of ethical conduct, safety, and in compliance with applicable laws and proper standard practices.

A user's account on the tenant should be used primarily for organization-related purposes; personal communication and use is permitted on a limited basis, but non-related commercial uses are strictly prohibited.

Communications and documents should be retained only if it qualifies as a business record. A business record exists if there is a legitimate and ongoing business reason to preserve the information contained in the user's account.

The tenant shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Users who receive any emails with this content from any other user should report the matter to the System Administrator immediately.

Users shall, at all times, maintain the integrity of the tenant. This includes, but is not limited to, preventing unauthorized third parties from accessing the tenant and taking precautions to prevent unauthorized access by third parties.

Users shall maintain the confidentiality of all information stored on the tenant.

Users shall have no expectation of privacy in anything they store, send or receive on the tenant. Michigan Swimming may monitor all tenant contents without prior notice, but is not obligated to do so.

System Administration

The Michigan Swimming, Inc. Board of Directors shall appoint by majority vote, for a period that it so desires or until a successor is appointed, a member of the organization to serve as the System Administrator of the tenant. The System Administrator shall be responsible for ensuring the proper maintenance of the tenant, including implementation and termination of user access, provisioning of services, investigating misuse, and other duties so requested by the Board of Directors. The System Administrator shall provide information to the Board of Directors when requested, provided such a report follows all laws and privacy policies. The System Administrator shall be the official representative of Michigan Swimming, Inc. to the Microsoft Corporation and shall have Global Administrator access to the tenant.

Data Ownership

Michigan Swimming, Inc. shall own and have full, exclusive control over, and access to, all data contained on the tenant. This includes, but is not limited to, all files and e-mail communications.

Violations

Any tenant user found to be in violation of this policy is subject to disciplinary action, including termination of access to the tenant for an indefinite period. The System Administrator shall report any such violations to the General Chair of Michigan Swimming, Inc. upon discovery. The System Administrator shall determine and recommend appropriate disciplinary action to the Michigan Swimming, Inc. Board of Directors. The System Administrator may implement temporary disciplinary action until final disciplinary action is ratified by the Michigan Swimming, Inc. Board of Directors. Determination of final disciplinary action rests solely with the Michigan Swimming, Inc. Board of Directors. The System Administrator shall be responsible for implementing such final disciplinary action.