

**IFN ELECTRONIC INFORMATION PROTECTION POLICY**

Islamic Foundation North (IFN) has a growing use of electronic equipment and services. This policy is to provide an understanding regarding use of Masjid electronic equipment and services and to set guidelines for monitoring such usage

Responsibility

All administration, members, and visitors of IFN.

General

- All electronic communication systems and all communications and stored information transmitted, received, or contained in the IFN Masjid's information systems are the property of IFN and as such, are to be used solely for Masjid purposes. Incidental and occasional personal use of electronic mail and Internet is permitted within IFN, but such messages will be treated no differently than other messages. However, excessive use or abuse is strictly prohibited.
- Emails to those outside IFN should be treated with the same attention as business letters. Professional language and common sense should be used at all times. The courtesy of a prompt response should also be given. Guidelines are as follows:
 - Type the name of the primary person(s) you are addressing as the first line in the body of the email.
 - Do not use all caps
 - Use BCC for only sending announcement emails to large groups of people.
 - Avoid using BCC to hide recipients. Instead, forward the original email after sent.
 - Use short and descriptive subject lines
- Emails should refrain from presenting any opinions regarding any legal or potentially legal situations. All correspondence of legal nature must be marked "legal and confidential."
- All IFN Masjid-wide communications must be approved and distributed through the Executive Committee or Board of Trustees. Access to any IF Masjid email must have the approval of the EC President.
- Further, IFN members shall not use a code, access a file, or retrieve any stored information, other than where authorized, unless there has been prior clearance by an authorized IFN Executive Member of Board of Trustees.
- Examples of abuse include, but are not limited to:
 - The use of IFN equipment to send, receive or reproduce foul, improper or offensive messages or graphics, which may include racial or ethnic slurs, or sexual slurs or content.
 - The use of IFN communications equipment or services to solicit outside business ventures or for personal or political causes.
 - The use of unauthorized codes or passwords to gain access to equipment, devices, or files; or transfer of confidential Masjid information.
- Authorized representatives of IFN may periodically, with or without notice, monitor the use of such equipment and services and maintain recordings of such use in the company's files. Violations of this policy are subject to disciplinary action, up to and including revocation of membership or Masjid Privileges.

Enforcement

IFN Executive Committee, Complaints regarding violations of this policy should be forwarded to the IFN Executive Committee.