

NEC Users Group Listserv Policies and Guidelines

The NEC Users Group Listserv is available for employees of User Member Companies. The below Listserv Policies and Guidelines was developed to help gain a better understanding of the use of the Listserv for our user members. Please review the Policies and Guidelines below, a copy will also be distributed to the current Listserv subscribers.

Summary

The NEC Users Group's Listserv service is furnished and sponsored by NEC Unified Solutions. NEC is responsible for the operation while the Users Group manages the administration of the service.

PURPOSE

The Listserv is provided to the Group for user member company representatives to openly discuss NEC product issues with other Listserv subscribers for resolution assistance. Issues that do not get resolved through Listserv dialog are submitted to NEC by the Group's Issue Chair for resolution.

The purpose of this policy is to establish requirements and standards for appropriate use of the NEC Users Group ListServ.

DEFINITIONS

Hacking: Attempting to use computer resources without authorization; malicious actions designed to breach confidentiality, deny service or compromise data integrity.

Hardware Sales: Promoting of NEC competitive products and like topics is not allowed.

Inappropriate Conduct: Bashing of NEC, vendor associates, members and like persons or companies is not allowed.

Job-Hunting: Discussions involving job hunting is prohibited on the Listserv.

NEC Representatives:

Steve Kopel with NEC Unified Solutions – is the only NEC staff member approved to monitor discussion activity on the Listserv. His purpose is identifying issues so NEC can be proactive with the issue resolution process to resolve as quickly as possible.

Steve will **not** respond directly to any Listserv activity, he responds only to the Group's Issues Chair who determines the response process.

Rick Powers, owner of MRB Solutions an NEC support company - has agreed to abide by all policies and guidelines and only assist users with issues.

User: Representative(s) (employees) of an active user member company of the NEC Users Group.

TEXT

APPLICABILITY

This policy applies to all users of the Listserv whether affiliated with the member organization or not, and to all uses of those information resources, whether on premises or from remote locations. Additional guidelines may be established by the NEC Users Group Board.

REQUIREMENTS

A. LEGAL

A user of Listserv shall comply with all federal, state, and other applicable laws; all generally applicable organization rules and policies; and all applicable contracts and licenses. Examples of such laws, rules,

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policies, contracts, and licenses include, but are not limited to, the laws of libel, privacy, copyright, trademark, and child pornography; the Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit "hacking", "cracking", and similar activities; the organization's sexual harassment policy; and all applicable software licenses. Users who engage in electronic communications with persons in other states or countries or on other systems or networks should be aware that they may also be subject to the laws of those other states and countries and the rules and policies of those other systems and networks. Users are responsible for ascertaining, understanding, and complying with the laws, rules, policies, contracts, and licenses applicable to their particular uses.

B. AUTHORIZED

Use of the Listserv is restricted to user members discussing NEC telephony products and services.

A user of the Listserv shall use only those information resources which they are authorized to use and use them only in the manner and to the extent authorized. Ability to access computing resources does not, by itself, imply authorization to do so.

Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding. **Accounts and passwords may not, under any circumstances, be shared with, or used by, persons other than those to whom they have been assigned by the NEC Users Group.**

A user of the Listserv shall respect the privacy of other users regardless of whether those accounts are securely protected. The ability to access other persons' accounts does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding.

C. REASONABLE USE

A user of the Listserv shall respect the finite capacity of those resources and limit use so as not to consume an unreasonable amount of those resources or to interfere unreasonably with the activity of other users.

D. PERSONAL

A user of the Listserv shall not use those resources for personal commercial purposes or for personal financial or other gain. Incidental personal use of the Listserv for other purposes is not permitted.

Further limits may be imposed upon personal use in accordance with normal supervisory oversight. Questions about appropriate use should be addressed to NEC Users Group Business Office.

Announcements, bulletins, and documents deemed by the NEC Users Group Board of Directors to be of value and interest to the well being of the membership may be an integral part of the Group's Listserv system.

E. Communication

Communication shall be professional and appropriate for the workplace or group setting. E-mail may not be used for personal solicitations or advertising. Propagation of chain letters is specifically prohibited.

Falsifying mail headers or routing information so as to obscure the origins of e-mail or mail routes is forbidden. Altering the content of a message attributed to another is not permitted.

F. REPRESENTING NEC USERS GROUP

A user of the Listserv shall not state or imply that they speak on behalf of NEC Users Group or use NEC Users Group trademarks and logos without authorization to do so. Affiliation with the organization does not, by itself, imply authorization to speak on behalf of the NEC Users Group.

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ENFORCEMENT

Users who violate this policy may be denied access to Listserv. Violations will be handled through the NEC Users Group Business Office. The violator's use right of the Listserv may be temporarily suspend or block access to an account, prior to the initiation or completion of a final outcome of such violation, when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of computing resources or to protect the NEC Users Group from liability.

3. INFORMATION PROTECTION

Every authorized user of NEC Users Group Listserv information and computer resources shall be responsible to know basic computing skills and appropriate information management practices. If information is saved to personally owned laptops, home computers and devices, the devices shall be used and maintained in compliance with regulatory and company standards to preserve information asset confidentiality and integrity. Knowledge or evidence of information security breaches shall be reported immediately to the Group's Business Office at 803/798-4800.

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Revised: