



Information Technology Guidelines & Policy

Overview

Information, including information entrusted to Milton Magic FC (MYSC) by its clients, donors and business partners must be protected by taking reasonable and appropriate steps to ensure information's confidentiality, integrity, and availability. All members of the Milton Magic FC workforce and all information systems used by Milton Magic FC are required to comply with the information security policies.

a) Acceptable Use of Assets

Information systems owned and provided by Milton Magic FC are to be used for business purposes only. Information systems may not be used for the purpose of defamation, harassment, impersonation, forwarding of chain letters, personal purchases, etc. Milton Magic FC reserves the right to monitor, filter, and deny the use of its assets.

b) Use of Communications Services and Equipment

The communications services and equipment utilized by Milton Magic FC are to be used primarily for legitimate and substantial business purposes. Personal use should be kept to a minimum. Personnel have a right to expect that other Milton Magic FC personnel will not gain access for files, messages, communications, or documents of others unless they have a legitimate reason to do so. Accessing files, messages, communications, or documents of others without a legitimate reason is inappropriate and is prohibited. Personnel must not utilize the communications services and equipment used by Milton Magic FC in any way that may be seen as insulting, disruptive, or offensive to other persons, or harmful to morale. Examples of forbidden transmissions include sexually explicit messages, cartoons, or jokes; ethnic or racial slurs; or any other message that can be construed to be harassment or disparagement of others based on their sex, race, sexual orientation, age, national origin, religious beliefs, or other personal characteristics or circumstances.

Policy Violation - Any personnel who is found, after appropriate investigation, to have violated this policy will be subject to appropriate disciplinary action, up to and including termination.

c) Usage of Internet Access Systems

MILTON MAGIC FC provides Internet access to personnel at their main office. The guidelines listed below help personnel determine proper Internet usage. Milton Magic FC reserves the right to monitor and record Internet usage and file server utilization of all personnel. This monitoring includes determining web sites visited and mail transmissions sent. Milton Magic FC reserves the right to suspend individual user accounts for violation of Milton Magic FC policies.

The following guidelines define Internet usage:

1. File transfers are to be for business use only by authorized Milton Magic FC personnel.
2. Use of another person's account or access to their personal files without their consent is strictly prohibited.



3. Account passwords must be carefully protected to avoid the possibility of unauthorized use or intrusion of Milton Magic FC systems. If a computer is lost or stolen, or if an ID or password are suspected to be stolen, report this immediately to management or designated IT personnel.
4. Confidential information is not to be transmitted without proper encryption.
5. All news group postings are to be for Milton Magic FC business. Every message posted bears the address of Milton Magic FC and therefore should be worded in such a way to promote and protect the integrity of Milton Magic FC, and the confidentiality of its clients and donors.
6. Disruptive behaviour such as introducing viruses or intentionally destroying or modifying files on the network is strictly prohibited.
7. Any personal use for commercial or illegal activity is strictly prohibited.
8. Access Systems to Information systems (Microsoft 365, TeamSnap, Sports Engine, Team Genius, or any other that Milton Magic FC uses or might decide to use in the future)

d) Access to Online Systems and platforms

Milton Magic FC provides access to various information systems to manage its business and members. Access to such systems must be done in accordance with this policy.

All employees, full time or contract, coaches and contractors working for Milton Magic FC shall be provided with a Milton Magic FC (@miltonmagic.com) Account, this must be the main account to provide access to any platform required by the employee and deemed acceptable by the Club and the BOD. Any communication from the Club and its employees, contractors and coaches to its members should be done from Milton Magic FC (@miltonmagic.com) Accounts.

It is not acceptable to use personal email accounts for any Coaches, Technical Staff, Administrative staff and or contractors working for the Club. The use of personal email accounts to manage and communicate Club information will be subject to disciplinary actions and or termination of employment.

d) Social Media policy

Milton Magic FC supports the appropriate use of social media both personally and, If authorized on behalf of Milton Magic FC. Anyone engaged in social media, is expected to protect Milton Magic FC and its members and adhere to Milton Magic FC code of conduct policy.

All Social Media posts must be responsible and respectful. All social media accounts created by Milton Magic FC Employees, Contractors, coaches and volunteers, must be authorized by Milton Magic FC and should be created using Milton Magic FC email addresses.

Whether through social media or other forms of public speaking, no one can't represent that they are speaking on behalf of Milton Magic FC unless authorized to do so by the BOD and the Club.

At all times, individuals and or groups/organizations must protect against any unauthorized disclosure of confidential information belonging to Milton Magic FC or its members.