

IT Services Acceptable Use Policy

March 2026 (Issue 1.0)

About this policy

This Acceptable Usage Policy covers the security and use of all Stevenage District Scouts' IT systems. This policy applies to all Stevenage District Scouts volunteers, partners, and supporters.

This policy applies to all information, in whatever form, relating to Stevenage District Scouts charity activities, and to all information handled by Stevenage District Scouts relating to other organisations with whom it deals. It also covers all IT and information communications facilities operated by Stevenage District Scouts or on its behalf.

This policy will be issued to all users of Stevenage District Scouts IT systems to agree to. Thereafter, the continued use of IT systems will be considered as acceptance of this policy.

Services provided by Stevenage District Scouts

Stevenage District Scouts provides members with free access to Microsoft 365. This gives anywhere access to professional email, calendar, web-based office applications and cloud storage services to volunteers within the District and its Scout Groups.

Microsoft 365 provides members with access to a suite of web-based versions of Office 365 applications, including; Word, Excel, PowerPoint, Publisher and Outlook, as well as cloud storage via OneDrive.

Services Include:

- A free email address, e.g. firstname.lastname@stevenagescouting.org.uk
- If required, each Scout Group will be allowed one or two alias email addresses such as groupname@stevenagescouting.org.uk, or GLV.groupname@stevenagescouting.org.uk that forwards as a distribution list to agreed group recipients.
- Secure personalised business-class email, calendar, and contacts via Microsoft Outlook
- Personal and group file storage and sharing for Scouting use, including collaboration services to securely store and backup documents via Microsoft OneDrive or SharePoint

- Unlimited online meetings, instant messaging, audio, HD video, and web conference via Microsoft Teams

Access control

Access to the Stevenage District Scouts IT systems and digital services is controlled by the use of user IDs and passwords. Users with an alternative Scouting email address may be granted access as registered “guest users”.

All User IDs and passwords are to be uniquely assigned to named individuals and consequently, individuals are accountable for all actions on Stevenage District Scouts IT systems.

The District Media and Communications Team are responsible for administering IT services and accounts. Accounts must be requested via the District Microsoft Accounts request form found on the District website. Upon request, the District Media and Communications Team may perform a check on the Scout Association’s adult membership system to ensure eligibility for an account. Further checks may be performed to check continued eligibility.

Account entitlement

If your role is registered on the Scout Association’s adult membership system then we can supply you with an IT account. This does not generally apply to those holding only Helper/Non Member – Needs Disclosure roles, although exceptions may be made at the discretion of the Media and Comms team and the Board of Trustees.

Accounts can be deactivated if:

- You have not logged into your account for over 180 days.
- You no longer hold a role with Stevenage District.
- You are suspended from Scouting.
- You have not agreed to the Acceptable Use Policy.
- You have violated the conditions of use.

Deactivated accounts will be archived and may be made available to your Scouting line manager, or delegate, for continuity and compliance purposes.

Account conditions of use

Use of Stevenage District Scouts digital services are intended for charity use. All individuals are accountable for their actions across all the digital services.

What is expected?

- Members are responsible for their behaviour on the District's digital services.
- You are bound by the Scout Association and Stevenage District Scout's rules for behaviour, communications, and safeguarding (Yellow Card), and the values of the Scout Law and Promise.
- Adult Volunteers will do their induction training which includes GDPR, Safeguarding etc, within the time frame specified by the Scouting volunteer journey/POR.

Do:

- Be kind online.
- Reset your password as soon as you have been sent your login information (this will be mandated at first log-in).
- Be respectful of others and their opinions, even if they are wrong.
- Keep your password private – no one else should know it.
- Think about your online safety and the safety of others, by thinking about what you share, only send messages and pictures that you would be happy to receive.
- Use your account and applications positively.
- Report any suspicious emails or other things that look suspicious.

Do not:

- Allow anyone else to use your account.
- Leave your user accounts logged in and unattended on an unlocked computer.
- Use someone else's user ID and password.
- Leave your password unprotected.
- Perform any unauthorised changes to Stevenage District Scouts' IT systems or information.
- Attempt to access data you are not authorised to use or access.
- Exceed the limits of their authorisation or specific business need to interrogate the system or data.
- Give or transfer Stevenage District Scouts data or software to any person or organisation outside Stevenage District Scouts without the authority of Stevenage District Scouts.
- Use the internet or email for harassment or abuse.
- Use profanity, obscenities, or derogatory remarks in communications.
- Access, download, send or receive any data (including images), that can be considered offensive in any way, including sexually explicit, discriminatory, defamatory or libellous material.
- Use the internet or email to make personal gains or conduct personal business.

- Send unprotected sensitive or confidential information externally.
- Make official or contractual commitments through the internet or email on behalf of Stevenage District Scouts unless authorised to do so.
- In any way infringe any copyright, database rights, trademarks or other intellectual property.

Who to contact

If you would like to contact us about any aspect of this policy, or if you require support with IT services, please reach out to the District Media and Communications Team (media@stevenagescouting.org.uk).