Oxford LARP Society - IT Policy

1. Overview

1.1
The Information Technology (IT) Policy of the Oxford LARP Society (OLS, henceforth "the Society") outlines the various IT Systems maintained by the Society for the purpose of carrying out its aims.

1.2
For the purposes of this policy, the "IT Systems" are all those computer, digital, online, and/or otherwise information technology systems described in Sections 2 and 3 of this policy.

2. IT Systems - Outline

2.1
The Society will maintain an Email Address private to the Committee, for the purposes of:
- Being an official contact address for those wishing to contact the Society or its Committee by email.
- Being an official contact address from which the Committee can distribute information on behalf of the Society by email.
- Being the contact address used for any Service that Society employs (including but not limited to other IT Systems) that requires an email address to be provided.
- Any other Society purpose for which an email address is reasonably required.

2.2
The Society will maintain a Repository of Electronic Documents private to the Committee, for the purposes of:
- Storing the minutes of Society General Meetings.
- Storing the minutes of Society Committee Meetings.
- Storing Society Policy Documents, and drafts thereof.
- Storing IT System Documentation, and drafts thereof.
- Storing any other documents relevant to Society business.

2.3

The Society will maintain a publicly-accessible Website, for the purposes of:
- Advertising the existence and aims of the Society.
- Advertising and publishing details of events run by the Society.
- Publishing Society Policies.
- Publishing the minutes of Society General Meetings.
- Providing contact details for the Society.
- Hosting any other additional information relevant to the Society.

2.4

The Society will maintain a Mailing List for members and prospective members of the Society, for the purposes of:
- Advertising and publishing details of events run by the Society.
- Advertising and publishing details of events run by Affiliated Societies and other groups or organisations that may be of interest to members of the Society.
- Advertising and soliciting agenda items for Society General Meetings.
- Distributing information about the Society from the Committee.
- Any other communication relevant to the Society, its aims, or its operation.

2.5

The Society will maintain an Internal Communication Platform for members and prospective members of the Society, for the purposes of:
- Providing a medium for members and prospective members of the Society to discuss topics related to LARP, the Society, events run by the Society, or any other subject related to the Society and its aims.
- Providing a medium for members and prospective members of the Society to discuss other topics unrelated to LARP, the Society, its events, or related subjects - i.e. to act as a social space.
- Providing a medium for Society General Meetings to be held.
- Providing a private area for the Committee to discuss business of the Committee, and to provide a medium for them to hold Society Committee Meetings.
- Any and all purposes of the Mailing List (but not as a replacement for the Mailing List).
- Any other internal communication purpose.

2.6

The Society will maintain a publicly-visible presence on Social Media, for the purposes of:
- Advertising the existence and aims of the Society.
- Advertising and publishing details of events run by the Society.
- Advertising and publishing details of events run by Affiliated Societies and other groups or organisations that may be of interest to members of the Society.
- Providing contact details for the Society.

- Any other external communication relevant to the Society or its aims.

3. IT Systems - Implementation and Technical Details

3.1.1
The service used for the Society Email Address will be Google Mail.

3.1.2
The address of the Society Email Address will be oxfordlarp@gmail.com.

3.1.3
The Society Email Address will be made accessible to all members of the Committee, and to no-one else.

3.2.1
The service used for the Society Repository of Electronic Documents will be Google Drive.

3.2.2
The account used to create, and with primary ownership of, the Society Repository of Electronic Documents, will be the same Google Account used for the Society Email Address - that is, oxfordlarp@gmail.com.

3.2.3
Full access to view, create, modify, and delete content in the Society Repository of Electronic Documents will be granted to a single Google Account of each Committee member; this may be a personal account.

3.2.4
When creating, modifying, deleting, or otherwise altering any content within the Society Repository of Electronic Documents, Committee members must only use their designated personal account (see clause 3.2.3) and never the account associated with the Society Email Address (see clause 3.2.2). This is to ensure accountability to individual Committee members. The account associated with the Society Email Address may only be used with the Society Repository of Electronic Documents for administrative and/or operational functions (including but not limited to granting access to the accounts of Committee members as per clause 3.2.3, and never for interacting with the content stored).

3.2.5
The Committee may, at their discretion, grant access to some portion of the Society Repository of Electronic Documents to individuals outside the Committee. This should be read-only access except where otherwise strictly necessary. Examples of such access may include but are not limited to: read-only access to Society Policy

Documents, read-only access to information about a Society Event, or write-only access to a registration form.

3.3.1
The website hosting and domain registration services used for the Society Website will be of the Committee's choosing, at the agreement of the IT Officer (from a technical perspective) and the Treasurer (from a cost perspective). The providers of these services may be modified at any time if deemed necessary by the Committee.

3.3.2
The address of the Society Website will be www.oxfordlarp.com.

3.3.3
Administrative access to the Society Website will be granted to the IT Officer, and other members of the Committee where desired / appropriate.

3.3.4
The ability to post content to the Society Website will be granted to the Committee, and any other appointed / delegated individual at the Committee's discretion.

3.4.1
The service used for the Society Mailing List will be of the Committee's choosing, at the agreement of the IT Officer (from a technical perspective) and the Treasurer (from a cost perspective). The provider of this service may be modified at any time if deemed necessary by the Committee.

3.4.2
The ability to subscribe to receive email from the Society Mailing List, as well as to later unsubscribe if desired, will be available to anyone, regardless of Society membership status.

3.4.3
The ability to send email to the Society Mailing List will be granted to the Committee, and to other members of the Society at the Committee's discretion.

3.5.1
The service used for the Society Internal Communication Platform will be Discord.

3.5.2
The name of the Society Internal Communication Platform will be "Oxford LARP Society".

3.5.3
The ability to join, read, and post in the Society Internal Communication Platform will be available to anyone, regardless of Society membership status (subject to any restrictions as per clause 5.3).

3.5.4
The ability to fully administrate the Society Internal Communication Platform will be granted to the Committee only.

3.5.5
The Committee may organise the channels, user roles, and other properties of the Society Internal Communication Platform as they see fit. This includes the creation of limited-access areas and the granting of elevated permissions, however this should only be done where necessary to the operations of the Society - the spirit of the Platform is that, in general, all non-Committee members have equal access to the Platform.

3.6.1
The Social Media platforms on which the Society will maintain a presence will be:
- Facebook (as a 'page', but not as a 'group')

3.6.2
The names of the Society Social Media presences will be:
- Facebook: "Oxford LARP Society"

3.6.3
The ability to follow, read, and engage with content posted to the Society Social Media presences will be available to any user of those Social Media platforms (subject to any restrictions as per clause 5.3).

3.6.4
The ability to post content to and general administrate the Society Social Media presences will be granted to the Committee only.

4. Responsibilities

4.1
The IT Officer is responsible for the technical operation and maintenance of, and handling of any other technical matters relating to, the IT Systems.

4.2
The Treasurer, in conjunction with the IT Officer where appropriate, is responsible for budgeting of and payment for any costs associated with the IT Systems from the Society Treasury.

4.3
The Committee as a whole is responsible for the general running of the IT Systems, outside of those specific areas covered by clauses 4.1 and 4.2.

4.4

Where any service used for any of the IT Systems requires personal contact details to be provided (e.g. as a backup for resetting security credentials), the details of the IT Officer should be used. If/when the person holding the role of IT Officer changes (e.g. through elections), these details must be promptly updated to those of the incoming IT Officer.

4.5
The IT Officer should maintain documentation pertaining to the operation of the IT Systems, ideally held in the Society Repository of Electronic Documents. The purpose of this documentation is to allow both the present and future Committees to fully operate and maintain the IT Systems. If/when the person holding the role of IT Officer changes (e.g. through elections), the outgoing IT Officer should ensure that the incoming IT Officer is familiar with this documentation, and answer any questions they might have.

4.6
When there is any change to the membership of the Committee (e.g. through elections), the Committee must ensure that access to the IT Systems is promptly updated to reflect this change. In particular, access permissions and security credentials such as passwords must be promptly changed to remove access from outgoing Committee members and provide access to incoming Committee members.

5. Usage and Moderation

5.1
The IT Systems, and the users thereof, are also bound by the other Policies of the Society as appropriate, in particular (but without limitation) the Data Protection Policy and the Conduct and Themes Policy.

5.2
The Committee may, at their discretion, decide particular usage rules for users of any of the IT Systems, for the purposes of ensuring a safe environment for all users of the IT Systems. These rules are in addition to this IT Policy, and cannot override or contradict any element of this IT Policy. Any and all such rules, and any and all changes to these rules, must be clearly published in a form that all users of the affected IT Systems can read.

5.3
The Committee may, at their discretion, restrict or prevent the access of any individual(s) to any or all of the IT Systems, if the Committee has good cause to believe that doing so is necessary to maintain a safe environment for other users of the affected IT Systems, as a result of actions taken by the individual(s). Such a restriction may be partial or full, and temporary or permanent, as is deemed suitable by the Committee, and may be applied regardless of the membership status of the individual(s) with respect to the Society or any Affiliated Society. Such a restriction

cannot and must not be construed as a restriction or ban of the individual(s) from the Society as a whole.

5.4
In the event of failure of any service or platform specified in section 3, the Committee may choose an alternative service or platform to act as an interim replacement, pending the restoration of the original service or platform or amendment of this policy at the next General Meeting.