عمادة تقنية المعلومات
و التعليم الإلكتروني
Deanship of Information
Technology & E-Learning

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Electronic Participation Policy

at Univeristy of Ha'il

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بسم الله الرحمن الرحيم

Deanship of Information
Technology & E-Learning

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Electronic Participation Policy

Introduction

The Electronic Participation Policy outlines the guidelines and expectations for individuals participating in electronic communication and collaboration platforms within an organization.

These platforms include but are not limited to email, instant messaging, video conferencing, and other digital communication tools. This policy aims to promote effective and responsible use of electronic communication, ensuring a productive and secure environment for all participants.

Scope

This policy applies to all employees, contractors, consultants, and any other individuals granted access to the organization's electronic communication platforms. It covers both company-provided devices and personal devices used for work-related activities.

Acceptable Use

Participants should use electronic communication tools primarily for business-related purposes. Personal use should be limited and conducted within the boundaries of applicable laws and regulations.

Participants are expected to communicate professionally, respectfully, and with integrity in all electronic interactions.

Participants should not engage in any form of harassment, discrimination, or offensive behavior through electronic communication channels.

Participants must not disclose confidential or sensitive information to unauthorized individuals or platforms.

Security

Participants are responsible for safeguarding their login credentials and should not share them with others.

Participants must not attempt to gain unauthorized access to any electronic communication platform or compromise the security of any system.

Participants should report any suspicious or unusual activity related to electronic communication platforms to the appropriate IT personnel or designated authority.

Privacy

Participants must respect the privacy of others and not access, monitor, or share another person's electronic communications without proper authorization.

Participants should be aware that the organization may monitor and review electronic communications for legitimate purposes such as security, compliance, or investigation.

Participants should not forward or share sensitive or confidential information through electronic communication platforms unless necessary and authorized.

Data Management

Participants should adhere to the organization's data classification and handling policies when sending or receiving information electronically.

Participants must not store or transmit any unauthorized, illegal, or malicious content through electronic communication channels.

Participants should regularly backup their electronic communications and ensure compliance with data retention and deletion policies.

Compliance and Regulations

Participants shall comply with all applicable laws, regulations, and policies governing electronic participation.

Prohibited activities, such as spreading false information, engaging in unlawful activities, or violating copyright laws, are strictly prohibited.

Violation

Non-compliance with this Electronic Participation Policy may result in disciplinary action, up to and including termination of employment or contract. Legal consequences may also apply in case of violation of applicable laws and regulations.

Policy Review

This policy will be reviewed periodically to ensure its effectiveness and alignment with evolving technology and organizational requirements. Any updates or revisions will be communicated to all participants in a timely manner.

By participating in electronic communication platforms, individuals acknowledge their understanding and agreement to comply with this policy.

Electronic Participation Policy

Introduction

The purpose of this policy is to establish guidelines for the use of electronic participation tools and platforms by the University of Hail. Electronic participation is the use of electronic means to enable individuals and groups to engage in dialogue and collaboration with the University of Hail on a variety of topics. It can include providing feedback on services, policies, and programs, participating in consultations, and co-creating solutions.

Eligibility

Any individual or group is eligible to participate in electronic participation activities. However, University of Hail reserves the right to refuse participation to individuals or groups who engage in activities that are disruptive, abusive, or otherwise inappropriate.

Responsibilities

The University of Hail is responsible for providing employees, contractors, and volunteers with access to electronic participation tools and platforms. Employees, contractors, and volunteers are responsible for using these tools and platforms in a responsible and professional manner.

Types of Electronic Participation

There are a variety of electronic participation tools and platforms that can be used to engage with University of Hail. These include:

- Online surveys
- Social media
- Public comment periods
- Online forums
- Crowdsourcing

Responsibilities of Participants

Participants in electronic participation activities are expected to:

- Be respectful and courteous to all participants.
- Follow the rules of engagement for the specific tool or platform being used.
- Provide accurate and truthful information.
- Not engage in spam or other forms of abuse
- Avoid making personal attacks or using offensive language.
- Stay on topic and avoid going off on tangents.
- Do not share confidential or proprietary information.
- Do not post anything that could be considered defamatory, libellous, or slanderous.
- Do not post anything that could be considered illegal or harmful.

Responsibilities of University of Hail

University of Hail is committed to providing a safe and respectful environment for electronic participation. We will:

- Monitor electronic participation activities for inappropriate content.
- Take appropriate action to address inappropriate content.
- Respond to participant feedback in a timely manner.

Enforcement

The University of Hail reserves the right to take disciplinary action against any employee, contractor, or volunteer who violates this policy. Disciplinary action may include, but is not limited to, a warning, suspension, or termination of employment.

Questions

If you have any questions about this policy, please contact the University of Hail Human Resources department.

Updates

This policy may be updated from time to time. The most current version of the policy will be posted on the University of Hail website.

Conclusion

We believe that electronic participation is a valuable tool for engaging with the public and improving our services.

We encourage you to participate in electronic participation activities and help us shape the future of University of Hail.

Additional Information

For more information about electronic participation, please visit our website or contact us at [email address].