ADM-106: Live Meeting Usage – July 15, 2010

The purpose of this policy is to ensure appropriate use of INCOSE Live Meeting resources by the members and contractors of INCOSE.

INCOSE shall fund the use of the Live Meeting tool for INCOSE-only use by INCOSE Committees, Working Groups, Chapters, and the INCOSE Administrative Office.

INCOSE Live Meeting maintenance shall be performed by the INCOSE Administrative Office in accordance with their contract.

The use of Live Meeting is restricted to INCOSE members and contractors, and shall be for official INCOSE business only. All use shall be responsible, ethical and consistent with the INCOSE bylaws, polices and code of ethics. This includes:

1. Using the Live Meeting resource for official INCOSE business only (i.e., not for personal, unauthorized, illegal or unethical purposes).

2. Respecting the privacy of others by not misrepresenting oneself as another user; by not modifying material presented by others; by not presenting materials that may reasonably be construed to be offensive by others; and by not interfering with the use of Live Meeting by other users.

3. Presenting only authorized materials (i.e., unclassified, non-proprietary, author-approved).

INCOSE does not vouch for or endorse any information that is presented through the Live Meeting tool.

INCOSE may impose restrictions, such as time limits or types of use, on anyone using the Live Meeting tool.

INCOSE reserves the right to monitor use of the Live Meeting tool to ensure compliance with this policy.

INCOSE may disallow a member, a contractor or a group of members from using Live Meeting if behavior in conflict with this policy is observed. Misuse or abuse of the Live Meeting tool may result in disciplinary action in accordance with the Grievance Policy, ADM-200.

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1 Live Meeting is a Microsoft Office Product
SUPERSEDES: None
APPROVED BY: INCOSE Board of Directors, Chicago, IL USA, July 15, 2010
MAINTAINED BY: Secretary