

Bus Army Dude - Google Workspace Terms of Service & Acceptable Use Policy

Effective Date: Saturday, May 24, 2025

1. Introduction and Purpose

This Google Workspace Terms of Service and Acceptable Use Policy ("Policy") outlines the acceptable use of Google Workspace services provided by Bus Army Dude ("Organization," "we," "us," or "our"). Its purpose is to ensure the secure, ethical, legal, and effective use of these services by all authorized users.

This Policy applies to all employees, contractors, and any other individuals authorized to use the Organization's Google Workspace account (collectively, "Users," "you," or "your"). Adherence to this Policy is a condition of your access to and use of the Organization's Google Workspace services. This Policy supplements, but does not replace, Google's own Terms of Service.

2. Scope of Services Covered

This Policy covers the use of all Google Workspace services provided by the Organization, including but not limited to:

- Gmail
- Google Drive (including My Drive and Shared Drives)
- Google Calendar
- Google Docs
- Google Sheets
- Google Slides
- Google Forms

This Policy applies to the access and use of these services on all devices, whether issued by the Organization or personal devices used to access Organization resources (where permitted under the [Your Organization's BYOD Policy, if applicable - review if you have one and insert name or remove]).

3. Acceptable Use

- **Professional and Lawful Conduct:** You must use Google Workspace services for legitimate, Organization-related business purposes and conduct yourself in a professional, respectful, and lawful manner at all times.
- **Communication:** All communications via Gmail, Google Chat (if applicable, add if used), and Google Meet (if applicable, add if used) must be professional and respectful.
- **Collaboration:** Use shared drives, document sharing, and other collaborative features responsibly and in accordance with established team or project guidelines.
- **Data Storage:** Google Drive should be used for storing work-related files in accordance with the Organization's data classification, security, and retention policies.

4. Prohibited Activities

The following activities are strictly prohibited when using the Organization's Google Workspace services:

- **Illegal or Unethical Use:** Engaging in any activity that is illegal, fraudulent, malicious, or unethical under applicable local, state, federal, or international laws and regulations.
- **Harassment and Offensive Content:** Creating, distributing, viewing, or storing any material that is harassing, discriminatory, defamatory, obscene, threatening, abusive, or otherwise offensive or objectionable.
- **Unauthorized Access and Sharing:**
 - Sharing your Google Workspace account password or other access credentials with anyone.
 - Attempting to gain unauthorized access to other Users' accounts, data, or Organization systems.
 - Sharing files, folders, or other data in Google Drive inappropriately. Specifically:
 - Avoid using "Public on the web" or "Anyone with the link" sharing settings for sensitive or confidential Organization data unless explicitly authorized for a specific business purpose by the IT Department.
 - Prioritize sharing directly with named individuals or specific Google Groups.
- **Security Breaches:** Engaging in any activity that could compromise the security or integrity of the Organization's Google Workspace environment, data, or other IT systems. This includes, but is not limited to, knowingly introducing malware, viruses, or other harmful code, or attempting to circumvent security measures.
- **Copyright and Intellectual Property Infringement:** Storing, sharing, or distributing copyrighted material, trademarks, or other intellectual property without proper authorization or license.
- **Excessive Personal Use:** While incidental and minimal personal use may be permissible according to [Reference your specific policy on personal use, if any, e.g., "the Employee Handbook" - review and customize or remove], excessive personal use of Google Workspace services that interferes with work duties, consumes significant resources, or violates any other terms of this Policy is prohibited.

- **Misrepresentation or Impersonation:** Using Google Workspace services to impersonate another individual, entity, or to misrepresent your affiliation with the Organization.
- **Spam and Unsolicited Communications:** Sending unsolicited bulk emails (spam), chain letters, or other disruptive communications using Gmail or Google Chat (if applicable).
- **Data Exfiltration:** Transferring sensitive Organization data to personal accounts or unauthorized external locations without explicit permission from the IT Department.
- **Use of Unauthorized Applications:** Installing or integrating third-party applications with Google Workspace that have not been approved by the IT Department.

5. Data Security and Confidentiality

- **User Responsibility:** You are responsible for the security of your Google Workspace account and the Organization data you access, create, store, and share.
- **Password Management:** You must use a strong, unique password for your Google Workspace account. If not managed by Single Sign-On (SSO), follow Organization guidelines for password complexity and change frequency.
- **Two-Factor Authentication (2FA):** Use of 2FA is [Mandatory/Strongly Encouraged - CHOOSE ONE and delete the other. Consult IT Department policy] for all User accounts. Follow instructions provided by the IT Department to enable and use 2FA.
- **Confidential Information:** You must handle confidential, proprietary, sensitive, and personal data in accordance with the Organization's data security and privacy policies, as well as applicable laws and regulations (e.g., GDPR, HIPAA, CCPA, if applicable - review which apply). Be particularly cautious with sharing settings in Google Drive and email recipients for such information.
- **Reporting Security Incidents:** You must immediately report any suspected or actual security breaches, unauthorized access, lost or stolen devices used to access Google Workspace, or violations of this Policy to the IT Department at rkritzar53@busarmydude.org.
- **Device Security:** Ensure that any device (company-issued or personal, if BYOD is permitted) used to access Google Workspace services is adequately secured (e.g., with passwords/biometrics, up-to-date antivirus software, and operating system patches).
- **Data Backup and Retention:** The Organization utilizes features within Google Workspace (e.g., Google Vault - confirm if Vault is used) for data backup and retention according to its policies. Understand your responsibilities regarding the proper storage of official records within the designated systems.

6. Specific Google Workspace Feature Guidelines

- **Google Drive:**
 - Use "Shared drives" for team-based collaborative files as directed by your manager or team lead. Use "My Drive" for individual work-related files, ensuring appropriate sharing settings.

- Regularly review sharing permissions on your files and folders to ensure they remain appropriate.
- Avoid storing excessive amounts of non-work-related personal files (if any personal use is permitted).
- **Gmail:**
 - Maintain professional email etiquette.
 - Do not configure automatic forwarding of your Organization email to personal email accounts unless explicitly approved by the IT Department.
 - Be vigilant against phishing emails and report suspicious messages.
- **Google Meet (if applicable, add if used or remove section):**
 - Obtain consent from all participants before recording meetings, as required by law or Organization policy. Announce if a meeting is being recorded.
 - Maintain professional conduct and appropriate attire (if video is enabled) during meetings.
- **Google Chat (if applicable, add if used or remove section):**
 - Use Google Chat for professional communication. Be mindful that chat messages may be subject to discovery and retention policies.
 - Avoid using Chat for official approvals or decisions if a more formal channel (e.g., email, specific workflow system) is designated for such purposes.

7. Company's Right to Monitor

To ensure compliance with this Policy, protect Organization assets, and for other legitimate business and legal purposes, Bus Army Dude reserves the right to monitor, access, review, and disclose data stored and transmitted through its Google Workspace environment. This monitoring will be conducted in accordance with applicable laws and regulations and [Reference your privacy policy or employee handbook section on monitoring, if applicable - review and customize or remove]. Users should have no expectation of privacy in their use of the Organization's Google Workspace services, except as provided by applicable law.

8. Consequences of Violation

Violations of this Policy may result in disciplinary action, up to and including:

- Verbal or written warning
- Temporary suspension of access to Google Workspace services
- Required retraining
- Termination of employment or contract
- Legal action, if warranted (e.g., for damages caused by a breach or illegal activity)

The specific action taken will depend on the nature and severity of the violation.

9. Policy Updates

Bus Army Dude reserves the right to update or modify this Policy at any time. Users will be notified of significant changes through email. The latest version of this Policy will be available by

clicking this link:

https://docs.google.com/document/d/1hi_Dh2g84EMxsPMVk5J4Z8L-oLljraoQv5dfVrnDCoY/edit?usp=sharing. Continued use of Google Workspace services after notification of changes constitutes acceptance of the revised Policy.

10. Disclaimer

This Policy is for internal use by Bus Army Dude and its authorized Users. It does not create any contractual rights for any party, other than those expressly stated herein between the Organization and its Users. This Policy is in addition to any other Organization policies and Google's own Terms of Service.

11. Contact Information

If you have any questions about this Policy or need to report a potential violation, please contact: IT Department Email: rkritzar53@busarmydude.org Phone: +1 (567) 436-0691

Policy Acknowledgment

By accessing or using Bus Army Dude's Google Workspace services, you acknowledge that you have read, understood, and agree to abide by the terms and conditions set forth in this Google Workspace Terms of Service & Acceptable Use Policy.

You understand that failure to comply with this Policy may result in disciplinary action, as outlined herein.