



NITPAA

National IT Professionals Association of Afghanistan

Social Media and Website Usage Policies and Guidelines

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Revision History

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3/4/2017	Shamsullah Shams Ahmadullah Alnoor	Initiation

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Signature (s):



NITPAA

National IT Professionals Association of Afghanistan

Social Media and Website Usage
Policies and Guidelines

Purpose:

The purpose of these Policies and Guidelines are to ensure that the NITPAA (National IT Professional Association of Afghanistan) Facebook group and page, YouTube channel, Twitter account and all other social media accounts and websites are used for business purposes in accordance with association's policies, procedures, and in compliance with applicable laws and regulations. It is intended to protect both the association and its members from possible liability.

Use of association's social networks and websites is a privilege that may be revoked at any time for inappropriate conduct, members are expected to act responsibly and to respect others.

NITPAA social media and website administrator's roles are selected by the president of NITPAA.

NITPAA Social Media and Website Usage guidelines.

All NITPAA Facebook, YouTube, Twitter and Website administrators/moderators should consider all below points before they post or share any contents on Facebook, Twitter, YouTube, Google email list and website. This document will be updated on need basis and after each update the NITPAA members will be notified.

Prohibited Posts:

1. Content outside the domain of information and communication technology (e.g. politics, religion, literature and their kin)
 2. Advertisements except job advertisements, scholarship and fellowship announcements, business/company introduction
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3. Product promotion (to sell a product or service) and Personality promotion (including self promotion and campaigning for another person)
4. Adult/mature/Indecent contents

Any person, who does not follow social media usage policies and guidelines will be treated as follows.

- A. First Time: Deleting the post and a reminder of the Social Media Policies and Guidelines.
- B. Second Time: Deleting the post and blocking the member.

NITPAA Group Emails Usage.

1. Each NITPAA google group is created for specific tasks, and it should be used with NITPAA usage guidelines.
2. NITPAA mailing group should be used to announce NITPAA events/seminars/trainings and all fellowship, scholarships and study materials for national and international organizations and institutions.
3. Any person, who does not follow social media usage guidelines, should be treated as following.
 - A. First Time: Deleting the post and a information about the Social Media Policies.
 - B. Second Time: Deleting the post and warning for being blocked.
 - C. Third Time: Deleting the post and blocking the Member.

NITPAA Social Media and Site Moderators responsibilities.

1. Moderators should follow the policies as other members.
2. Moderators should be responsible for approving incoming requests to NITPAA forum.
3. Moderators should be responsible for deleting inappropriate posts/comments, approving pending posts for NITPAA social media.
4. The decision on blocking an account from posting on the social media/site. Any account that doesn't follow NITPAA social network and website guidelines will be sent a warning message. Repeat offenders will be blocked from NITPAA official Social Media accounts.
5. While approving or declining the requests on NITPAA Forum (Facebook Group) the administrator and moderator should consider the following basic criteria:
 - A. The applicant must have some form of association with the ICT sector (either past experience, education and/or specialization).
 - B. The applicant is preferably an activist and/or employee of an ICT firm, entity and/or volunteer organization.

- C. The applicant is a new graduate or a continuing student of and ICT or related discipline
- D. The applicant is a researcher, writer and/or commentator of the ICT domain.
- E. The applicant's account is real (could be checked his account profile, references, mutual contacts, etc.)

NITPAA social media and website Administrator.

1. Maintains Web system performance by performing system monitoring and analysis, and performance tuning; troubleshooting system hardware, software.
2. Set up or maintain monitoring tools on web servers or web site.
3. Apply necessary security measures to secure the website from being hacked or misused.
4. Take regular backups of the website and conduct regular tests of restoring procedures
5. Document application and website changes or change procedures.
6. Add and remove moderators if they fail to follow the social media and site usage guidelines or did not have any activity within 20 working days.
7. Administrators are responsible for the monitoring of site and social media moderators activity to comply with above rules and regulations.

List of Administrators and moderators for each Year			
	Tool	Administrators	Moderators
1	Facebook Forum	President of the Term Vice President +1 (Selected by President)	Moderator Selected by President
2	Facebook Management Group	President of the Term Vice President +1 (Selected by President)	Moderator Selected by President
3	Facebook Page	President of the Term Vice President +1 (Selected by President)	Moderator Selected by President
4	Twitter @nitpaafg	President of the Term Vice President +1 (Selected by President)	Moderator Selected by President
5	Google Groups (NITPAA@googlegroups.com)	President of the Term Vice President +1 (Selected by President)	Moderator Selected by President
6	Website WordPress (www.nitpaa.org.af)	President of the Term Vice President Website Developer	Moderator Selected by President
7	Website CPanel & WHM (www.nitpaa.org.af)	President of the Term Vice President Website Developer	Netlinks staff

8	Domain Control Panel (www.nitpaa.org.af)	President of the Term Vice President Website Developer	Netlinks staff
9	YouTube	President of the Term Vice President +1 (Selected by President)	Moderator Selected by President
10	Google Analytics	President of the Term Vice President +1 (Selected by President)	Moderator Selected by President
11	AfSIG facebook Page	President of the Term Vice President +1 (Selected by President)	Moderator Selected by President
12	AfSIG Alumni Network: Facebook Group	President of the Term Vice President +1 (Selected by President)	Moderator Selected by President
13	Website CPanel, WHM and CMS (www.afig.af)	President of the Term Vice President +1 (Selected by President)	Moderator Selected by President
14	Website CPanel, WHM and CMS (sig.afig.af)	President of the Term Vice President +1 (Selected by President)	Moderator Selected by President