

Orange County NA Internet Use Policy and Guidelines

Introduction

The following outlines policy and guidelines for the use of the Internet as a tool that allows the Orange County Area Narcotics Anonymous service structure to more effectively carry the NA Message of recovery outside of the NA Group environment. The Orange County Area Public Relations Subcommittee is delegated the responsibility for maintenance of these guidelines on behalf of the general ASC.

In addition to defining policy and guidelines for use of the Internet by the Orange County Area the following also outlines policy and guidelines for the web site www.orangecountyna.org, a service provided by the Public Relations Subcommittee of the Orange County Area.

These guidelines are derived from the decisions and policies created by Orange County Public Relations and by the Southern California Regional Web Site Committee. In addition, they reflect policies and guidelines that are pertinent to the Orange County Area Service Committee and Narcotics Anonymous as a whole.

The guidelines for the use of the Internet and the Orange County Area Web Site will evolve as needed, and Orange County Public Relations is tasked with maintaining these guidelines, but as stated in the 2nd Concept, final responsibility and authority for NA Services rests with the NA groups. The guidelines represent both procedure and policy.

Section 1: Web Site - Purpose, Name and Accountability

1. The purpose of the Orange County NA Area Website is to further the NA groups' primary purpose of "*Carrying the message of Narcotics Anonymous*" over the Internet. To that end, we will establish and maintain a public website along with email, messaging, hosting, and communication services to disseminate information about the NA Program and its presence within the communities that comprises Orange County California NA Service Area to:
 - 1.1. Members of the NA fellowship
 - 1.2. Individuals seeking recovery
 - 1.3. Professionals seeking information about recovery
 - 1.4. The general public
2. The Orange County Public Relations Subcommittee is responsible for maintaining the Orange County Area Web Site.
3. The Uniform Resource Locator (URL) for this site is <http://www.orangecountyna.org>.
4. An email address will be assigned to the ASC, ASO, each Orange County NA Area Subcommittee, and individual trusted servants who are expected to be able to communicate with individuals who are NOT NA Members by e-mail as part of their duties and responsibilities.
5. The Public Relations Subcommittee Functional Coordinator (Internet) / Web Technician is accountable to Orange County Public Relations, and the Orange County Public Relations Chair is responsible as the single point of accountability to the Orange County Area Service Committee for matters involving the web site.

Section 2: Finances and Ownership

1. Costs for the web hosting, domain registration and associated publishing software (web site maintenance software) are the responsibility of the Orange County Area Service Committee. Costs for Computer Equipment and Internet access by the web technician are not included as a budgeted item. Because of the general utility nature of a Computer and Internet Access to the web technician it is expected that an individual taking this service commitment will provide them at their own expense.
2. Some expenses such as web site hosting are billed directly to the Orange County Area Service Committee and are paid from invoice upon receipt by the ASC Treasurer. The Public Relations Chair will notify the Treasurer of any changes in direct billing or when the ASC should not pay such reoccurring invoices upon receipt, when a change of service has occurred or because we will be disputing an invoice. In these cases the Orange County ASC Treasurer should not pay them, but instead refer a copy of incoming invoices back to the Public Relations Subcommittee Chair for disposition.
3. The Orange County Area Service Committee is the actual owner of the domain name www.orangecountyna.org; however the Orange County Area Service Office has been listed as the Legal Owner of the domain.
4. Orange County Public Relations is responsible for investigating and choosing a vendor for hosting Orange County NA website. Final responsibility rests with the Orange County Area Service Committee for distribution of funds.

Section 3: General Web Site Guidelines and Policies

1. The Orange County Area NA website must always follow the 12 Traditions and 12 Concepts.
2. External hyperlinks will connect only to Narcotics Anonymous websites. The only exception to this is for external mapping links for meetings and activities with a disclaimer of our position of non-affiliation.
3. Meeting directory pages should be updated concurrent with the issue of each new Orange County Area meeting directory and will conform to the Orange County ASC/ASO Guidelines on directories.
4. Each Orange County Area service committee may request the posting of information concerning local area activities, subcommittee meeting information, meeting times, and other Narcotics Anonymous related. If the web technician is given information by a subcommittee that appears to be inappropriate, and the matter cannot be resolved in discussion between the web technician and the subcommittee, it will be referred to the Orange County Public Relations Committee, and as required, to the Area Service Committee for a final decision.
5. Newsletters or other similar content concerning personal recovery will never be posted in the public area of www.orangecountyna.org. Because the web site is open to the public's scrutiny, opinions presented may confuse readers as being the opinion of Narcotics Anonymous as a whole.
6. Images of any identifiable person, whether a Narcotics Anonymous member or not, are never to be used. Personal contact information consisting of First Name, Last Initial and personal phone number of NA Members on the web site with the NA Member's permission. Note: Publication of a printed flyer with this information constitutes granting permission to publish on the web site as well.
7. Downloadable fellowship approved literature will be available through direct links to the material on the Narcotics Anonymous World Services website www.na.org.
8. Copyrighted material other than NA Fellowship Approved material will not be posted on web site.
9. Orange County Public Relations or the Orange County Area Service Committee must approve all new types of information posted on the public area of the web site.

Section 4: Web Site Contingency Plan

1. Both The Orange County Area Service Committee (ASC Vice Chair) and Orange County Public Relations Chair must have a copy of the software, images, and files used to create the web site.
2. Both The Orange County Area Service Committee (ASC Vice Chair) and Orange County Public Relations Chair must have a copy of all domain management and Web Site management access information including domain ownership records.
3. If the web technician should relapse, they must immediately give notification to Orange County Public Relations, and hand over any materials related to the maintenance of the Orange County Area Web Site and Orange County Public Relations.
4. If the web technician resigns or is removed from their position then final responsibility is passed to the Orange County Public Relations Chairperson. If the Orange County Public Relations Chairperson is unable to fulfill the commitment then final responsibility rests within the Orange County Area Service Committee specifically with the Orange County Area Vice Chair in accordance with the Orange County Area Guidelines.

Section 5: Internet Privacy Policy

1. Our privacy policy on communications with the Narcotics Anonymous service structure is an important aspect of our Twelfth Tradition of anonymity.
2. The following is the current privacy policy:
 - 2.1. Any communication submitted to www.orangecountyna.org will be treated with confidentiality and anonymity in mind.
 - 2.2. Only telephone numbers of Regional and Area Service offices, their Phone lines, or other Narcotics Anonymous service offices will be included on any part of the public Orange County Area website. There is an exception: Printed Flyers may contain the First Name, Last Initial and personal phone numbers of NA Members with the permission of the individual NA Members, and copies of any Flyers distributed at the ASC meeting may be published on the web site without change.
 - 2.3. All email communication with individuals who are NOT NA Members, in the course of service work of the Orange County Area, will originate from the appropriate email address @OrangeCountyNA.org, and will not disclose any individual names or personal email addresses in the To: header or CC: header. Instead, the appropriate title of the trusted servant will appear as the “name” of the sender in the To: header. No personal contact information of any kind will be disclosed in any email. It is acceptable to state your first name and last initial in the body of an email message.
 - 2.3.1. Exception to the personal contact information restriction may be made for communication with Organizations that are regulated by Government, and are required to verify the identity of individuals communicating by email. Three specific examples are:
 - i. Jails, Prisons and other institutions that require personal identification to issue access clearances to NA Members.
 - ii. Financial and other Institutions (like insurance companies) that provide services to NA that involve signatures on financial instruments and contracts.
 - iii. Organizations must provide consumer fraud protection (examples Post Office for PO Boxes, the Internet Domain Registration Services, etc.)