

## Policy for use of Northshield Zoom Account

The Northshield Zoom account is paid for by the kingdom and can only be used for official kingdom and local business. As a kingdom resource you are required to follow all kingdom and society laws and policies as well as modern law. Use it in a responsible manner. Do not do things that if they were broadcast would hurt the reputation of the SCA, the kingdom of Northshield or your local group. We are a family organization and all use of the account should take that into account. Make sure that you are not creating any copyright issues, AKA you can't show a movie through Zoom for your group to watch together, play music, or read books aloud.

The account is administered by the kingdom Chronicler and the kingdom Seneschal is the backup.

Only warranted officers can request use of the account. They become the host of the meeting and need to attend the meeting and to ensure that these policies are followed.

Details for connection to Zoom will be provided by the Chronicler once the request is sent and confirmed. Please fill out the Google Form linked here:

[https://docs.google.com/forms/d/1h0YEPaX4LDB5ny4a\\_uxtV2ptrEkTBktigzNUhPrLYUM/edit?usp=sharing](https://docs.google.com/forms/d/1h0YEPaX4LDB5ny4a_uxtV2ptrEkTBktigzNUhPrLYUM/edit?usp=sharing)

Required information for requests is the following:

- Title of meeting (e.g. - Barony of Windhaven April Business meeting)
- Time of meeting (e.g. - Saturday, April 18th from 7:00-8:00pm) please include at least one alternate choice
- Meeting purpose (e.g. - Shire business meeting, officer meeting, etc.)
- Expected participants (e.g. - Shire of Korsvag members, Northshield Seneschal Team)
- Name of Requestor/Host
- Office of Requestor/Host
- Do you wish to record and why

Please make the request at least 3 days before your meeting.

All meetings will be scheduled for one hour unless longer is requested, please include reason for longer time. The Kingdom Zoom account includes the option of a dial in number for telephone use, at no time will video be required for attending a meeting using the Kingdom zoom account. Meetings may be recorded for training or for the Crown to give official notices. Recorded meetings must be requested at the time of the meeting request. Prior notice of the recording must be included in the meeting invitation. And notice that it is being recorded must be clearly stated at the start of the meeting.

At their discretion, the Chronicler can choose to refuse a request for a meeting using the Kingdom Zoom account. If the requester feels this is unwarranted an appeal can be sent to the Kingdom Seneschal.

Priority for use of the kingdom account:

1. Stallari Council/Kingdom Financial Committee
2. Kingdom Officers (including kingdom courts)
3. Regional Officers
4. Local Officers (for event staff meetings have the group Seneschal request the meeting)

5. Royal Staff meetings