

The Grand Lodge of Minnesota A.F. & A.M. Computer Use & Internet Policy Correspondence Course

Article I. Introduction

1. The Grand Lodge of Minnesota recognizes the _____ of the Internet, its potential value, and importance to the _____.
2. This Policy is administered by the _____, under the direction and guidelines of the _____, the _____, and the _____.
3. The Grand Lodge of Minnesota may at its discretion seek legal remedies for damages incurred as a result of any _____. The Grand Lodge of Minnesota may also be required by law to report certain _____ to the _____.

Article II. Security and Privacy

1. It is not necessary to obtain a _____ for any individual or group photographed in a venue or at an event considered open to the public.
2. No photographs of _____ may be included on lodge web pages without the written permission of _____.
3. Concerning the use of _____ on web sites, _____ should not be posted on web sites without the _____ or _____ consent of the individuals involved.
4. Web documents may not include any information which indicates the _____ of a member, other than attendance at a particular _____ or participation in _____.

Article III. Use of Symbols, Names and Trademarks

1. Lodges may host and maintain _____ in support of their overall program.

2. Any existing or proposed Minnesota Masonic Lodge website utilizing any form of a _____ & _____, the term “_____” or other identifying marks indicating linkage between the website and the Fraternity of Freemasonry must be reviewed by the _____ and approved by the _____ or the _____.

3. Websites, like all lodge publications, should include the words “_____” on the home page; however, this statement does not indicate or confer _____ of _____ by the GM or GLCB.

4. Any Minnesota Lodge may design and use its own _____. Such items, if using any form of the S&C and not conforming to _____ or _____, will require approval by the _____, or, of course, the _____ or _____.

5. Pre-determined formats, standards and _____ can be obtained by contacting the _____ through the _____ of the Grand Lodge of Minnesota.

Article IV. E-commerce

1. For our purposes, any sale of _____ or _____ via a Lodge’s website is considered _____.

2. It is allowable for a lodge to accept payment for _____ and other member fees via _____, either by phone or over the Internet, as long as the manner of accepting payment is _____, as determined by the _____.

3. The GLCB interprets the Code as prohibiting Lodges from entering into For Profit businesses generally, with some exceptions as determined by the _____ or _____. Historical exceptions include _____, _____, _____ or sale of _____.

4. Any Lodge wishing to develop _____ functionality on their website or to utilize e-commerce in any form will be required to apply for _____ through the _____.

5. Persons from outside the _____ or the jurisdiction of the _____ may order products from a _____ managed by a lodge under the jurisdiction of the Grand Lodge of Minnesota.
6. A _____ must be included on the website and readily accessible to users stating each logo or name's _____ or copyright information if applicable.
7. An annual _____ of _____, _____ and any _____ or _____ made through e-commerce sales will be submitted to the Grand Lodge of Minnesota and will be reviewed by the _____ or a _____ that they will designate.

Article V. Tax Considerations

1. If a lodge were to engage in the _____ of goods on a continual basis over the internet, the activity would most likely be _____ as an unrelated _____. A lodge would have to file a _____, _____ and State of Minnesota form _____, Franchise Tax for Nonprofit Organizations. A lodge would also most likely be required to obtain a _____ and collect _____ on such goods and remit them to the Minnesota Department of Revenue. If such activities are operated on property for which you have been granted _____ as a nonprofit entity, such a lodge may also be _____ that status.
2. Most fundraising can be considered part of the _____ purpose of a lodge. An annual event could possibly be deemed an _____ if it is not specifically related to your _____.
3. The requirement of paying and filing these _____ rests solely with the _____ involved in such activities. Before becoming involved in any _____ activities, a lodge should seek out _____, competent tax advice. Penalties for _____ can be expensive to a lodge and could possibly extend to _____ of a lodge personally.

Article VI. Technical and Design Standards

1. Documents should be thoroughly _____ before posting.

2. Final decisions regarding access to _____ for editing content or organization will rest with the _____.
3. All web pages should be clearly _____ and linked back to the lodge _____.
4. Avoid a _____ of external links.

Article VII. Computer Use Policy

1. The Lodge is responsible for securing the lodge's _____ and computing systems in a reasonable and economically feasible manner against _____ access and/or _____, while making them accessible for _____ and _____ users. This responsibility includes _____ users of expected standards of _____.
2. All computer systems that are _____ of the Lodge should only be used for _____.
3. The copying or sharing of _____, _____, _____ and _____ files without the express written _____ of the owner or the proper licensing authority is prohibited.
4. Due to the increased risk of electronically transmitted _____, it is suggested that software upgrades, _____, and other executable files should not be _____ and _____ from the Internet.
5. The installation of _____, _____, and similar equipment without express permission of the _____ is prohibited.
6. Whenever you send electronic mail, _____ is to be included in each mail message.
7. Attempts at sending _____, _____ or _____ are prohibited.
8. Wireless Access Points must be approved by the _____ prior to _____.

Article VIII. Weblogs, Blogging, Texting Twitter, and Other Forms of Electronic Communication

1. Under no circumstances should the use of _____ in any form including _____ be allowed in the Lodge room during a tyled meeting with the possible exception of the Lodge Secretary and Treasurer and/or the use of a computer to present a _____ or _____ then only with the permission of the _____.

2. The Disclaimer, or Section _____ must be included on every blog/forum hosted by a member of _____ that will discuss subjects related to the Grand Lodge of Minnesota or its _____.

3. Blogging activity or any other form of communication must in no way be contrary to the _____ of _____.

4. Please write the disclaimer that every member of Freemasonry under the jurisdiction of the Grand Lodge of Minnesota must include in his blog;

5. Please list five entries from the Blogger Code of Ethics:
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____

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