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Official Website Guidelines for The Sun City Area Narcotics Anonymous

Submitted by the PI Subcommittee of Sun City NA
 September 20, 2008

1. Domain

The official web site for the Sun City Area Narcotics Anonymous shall have the domain name of www.suncityna.org and shall be the sole official internet presence for our area. The domain name and site hosting will be registered under the area name, and paid for by the area. No names of trusted servants will be listed as owner, administrative or technical contacts, as the domain registration records are view able by the public.

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2. Purpose

In keeping with our primary purpose of carrying the NA message to all addicts who still suffer, the purpose of this site is to be a resource for:

- New comers and those that think they might have a problem with drugs
- Professionals, including Government officials, Medical & Health Care Professionals, Counselors, Social Workers, Business Leaders, and clergy members
- Members of Narcotics Anonymous and recovering addicts
- Other non-members of NA who have an interest in our fellow ship

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3. Principal Basis

The governing principals and guidelines for the Sun City Area website and these website guidelines are listed below in order of importance:

- a. The Twelve Traditions
- b. The Twelve Concepts
- c. Narcotics Anonymous World Services Fellowship Intellectual Property Trust (FIPT).
- d. The Sun City Area Service Committee Guidelines
- e. The World Service Organization Paper titled "PI and the World Wide Web"

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4. Traditions Eleven & Twelve

Username <input type="text"/> <input type="password"/> <input type="checkbox"/> Remember me <input type="button" value="Login"/> Lost Password?
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a. Security Overview

Maintaining personal anonymity is the primary concern in developing the Sun City site, and will be the overriding consideration in all content that will be allowed on the site.

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b. Moderation

Whenever ANY content is added to the site by GSR's, Subcommittee Chairs, or by posting to the Recovery Forum, webservants will be notified immediately of the content change via email. Any content that possibly violates tradition twelve will be blocked until reviewed by the PI Subcommittee, and the individual posting the content will be notified of this action via email.

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c. Pictures

With the exception of forum avatars (image thumbnails that are commonly used as a symbolic ID for a forum member), and design graphics used in the site layout, no images whatsoever will be allowed on the site without the approval of the PI Subcommittee. Regular (non-administrator) users will not be allowed to upload images or files to the site. Registered forum users will be allowed to upload avatar image, but these images will be reviewed by webservants and removed if found to violate tradition twelve, or be profane or offensive. The individual posting the content will be notified of this action via email. Forum users will be advised of this policy on both the "Forum Posting Rules" page and the "Privacy Policy" page (both attached).

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d. Email

For security reasons, all trusted servant email accounts (user@suncityna.org) will be set up on an off-site email provider, with access via that provider's webmail. The individual email account records will contain no information (name, personal email address, etc.) whatsoever. Webservants will have the ability to create accounts and reset passwords, but will not be able to retrieve the account password or view the accounts emails. When a new trusted servant replaces the old, the account password will be reset, and a temporary password will be provided to the new servant.

Any emails sent to a trusted servant via the email response forms (located on various pages) will be sent directly to the servant's email account. These emails or email addresses will not be stored anywhere on the site or in a database on the web host server.

Personal email addresses for those registering to post in the Recovery Forum will be required as discussed below. These addresses will only be viewable by webservants, and will be stored in a secure database on the website host. This policy will be displayed on the "Privacy Policy" page.

No personal email addresses will be allowed to be viewable on the website - offending content will be immediately removed, and the content poster will be notified of the action. Temporary user@suncityna.org addresses may be set up as available for special event or ad-hoc subcommittee use as needed.

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e. Recovery Forum

In light of tradition three, the PI Subcommittee does not want to be placed in the position of determining whether an individual is an addict or not; therefore, the

Recovery Forum is available to all site visitors. Again, in light of tradition three, any site visitor will be allowed to post in the forum, but only under certain conditions.

In any online forum, there has to be a means to moderate the discussion to keep it on task and be certain that the posting rules are being adhered to. There has to be a means of blocking an individual that repeatedly breaks the posting rules. In addition, there has to be means of barring truly anonymous posters from "hijacking" a forum for personal gain or amusement. For this reason, the following security measures will be in place:

All website visitors must register before being allowed to post on the forum. The registration information will consist of a username, nickname (not personal name), valid email address, and password. Only the username and nickname will be visible on the site. There will be specific instructions on the registration form to this effect

The email address will be verified. After completing the registration form, a link will be emailed to the registrant at the address given on the registration form.

The registrant must click on the link in the email to complete registration

The forum will log the internet IP address of any user posting on the forum. The internet IP address will only be visible to the individual posting, notifying him/her that the address is being logged

In order to prevent sophisticated automatic spam programs from hijacking the forum, all posters will have to enter a CAPTCHA code to complete their post.

The CAPTCHA code will be provided in a non-scannable graphic to ensure that the poster is actually using the Sun City site to add the post

The purpose for logging a valid email address and internet IP address is for webservants to have the ability to notify a poster when the posting rules are being violated, and to have the means to block a poster who repeatedly violates the posting rules. Having both the email address and the internet IP address allows for an effective means to block a poster if it becomes necessary to do so.

Both the email address and the internet IP address will be stored in a secure database located on the website host, and will not be available for public viewing or access.

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f. Cookies

Cookies are files that are given to Web Browsers by Web sites to track user preferences and to "shortcut" future visits to Web pages. When a user views a Web page, the server has the option of receiving a "Cookie" that was previously placed on the user's Browser. The server may also "give the Browser a Cookie", to be returned by that Browser the next time that the user visits the Web site. Cookies are always stored on the visitor's computer.

The Sun City site is configured so that any anonymous visitor to the site may view the site entirely without the use of cookies.

The use of cookies is required for anyone that logs on to the site (webservants, trusted servants, and registered forum users) for the following purpose:

To allow the site software to distinguish individual visitors if more than one registered user or servant is signed in.

To allow the registered user or servant to have their local computer "remember" login information as a convenience.

The Sun City site will not automatically log personal data nor do we link information automatically logged by other means with personal data about specific individuals. The site will not use cookies to store personal data nor will it link non-personal information stored in cookies with personal data about specific individuals. The Sun City FI Subcommittee will not report any information whatsoever to any third party interests.

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g. Trusted Servants

Trusted servants have their suncityna.org email addresses listed on the website. For that reason it is particularly important that their name is never used on the site. Any reference to a trusted servant will be only by title (e.g. H&I Chair) and never by name.

Trusted servants will be allowed to maintain the content on specifically assigned areas of the website. Their administrative rights and user accounts on the site will be set by the PI Subcommittee. These rights and accounts will contain no names or other identifiable data, and no one will have access to their user passwords but them. When a new trusted servant assumes responsibility, the retiring servant's password will be cleared, and the new servant will be issued a temporary password which will allow them to access their user data and change their password to one of their choosing.

Trusted servants are held to the same anonymity standards as anyone else using the site. The content they post is subject to these guidelines, and they may be locked from posting content to this site for repeatedly violating these guidelines.

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h. Anniversaries and Events

Every member of the Sun City Area has the right to protect their own anonymity in a manner that they choose. The policy on posting anniversaries and events that pertain to particular individuals is described under tradition four (below).

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5. Tradition Seven

The Sun City Area Narcotics Anonymous website (www.suncityna.org) website shall be wholly owned and operated by and in the name of Sun City Area Narcotics Anonymous, at the Sun City Area mailing address. No other individual or organization (except within the confines of the FIPT) shall have or make any claims to ownership whatsoever, for any reason. This is included but not limited to:

- Web Site Server hosts
- Domain registration authorities
- Web designers, developers or engineers

Any domain, hosting, software development fees (for services not provided by individuals that are not members of the Sun City Area) are to be paid by the Sun City Area in accordance with tradition seven.

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a. Software to maintain the site

There is no need for special software to design, implement, or administer the website. Any individual with internet access, any web browser, and the proper administrative permissions can administer any aspect of the website, therefore no software purchase is required.

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b. Software used to create the site

All website pages, scripts, and software not written by members of the PI subcommittee consist of Open-Source software freely available to the public. A description of the Open-Source Software concept is available at http://en.wikipedia.org/wiki/Open-source_software. A complete listing of all Open-Source software used on the site will be furnished to anyone upon request to the PI Subcommittee.

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c. External Links

.Links from the Sun City site to other websites are provided only as follow :

Links to official NA websites

Links to sites that provide free services to all users, and that enhance the usability of the Sun City website.

Any links to external service providers will have a disclaimer stating NA's non-affiliation with that provider. The linked content may feature the logos of the provider; the Sun City site will not provide any logos or endorsements whatsoever in the area site content.

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6. Tradition Four

The Sun City Area website will feature pages for each individual homegroup. Each homegroup page will feature only content that is submitted and approved by that homegroup, including page blurbs, meeting dates and formats, and anniversary celebrations and homegroup events. In other words, this information is added to the site much in the same way that it is relayed to the ASC and other homegroups via the group's GSR. In addition, individual homegroups will be able to post their own news items in the "News" section of the site. All content posted to the site by the individual homegroups is subject to these website guidelines, as spelled out by tradition four. A great deal of effort is being devoted to the internal site security that allows the individual homegroups to maintain their own information while allowing only web servants access to remove it, in accordance with these guidelines.

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a. Personal Anonymity

Every member of Narcotics Anonymous has the right to protect their own anonymity in a manner that they choose. One addict might be comfortable identifying himself with his first name in an open NA meeting, yet be appalled at the thought of having their first name appear on a public website. Other addicts might be disappointed at not having their anniversary listed on the site. The decision whether or not to use names or list anniversaries for individual addicts is not for the ASC or PI Subcommittee to make.

In the case of the information listed on the Sun City Area website, it is the responsibility of the homegroups to determine the wishes of their individual members. In the case of anniversaries, there are three options available:

- I. To list the first name of the member at their request
- II. To list only that there is an anniversary celebration and not list the member's name
- III. To not list the anniversary celebration at all.

No web servants will override the decision of the member or homegroup, provided that the member's anonymity is blatantly violated contrary to these guidelines and tradition twelve (e.g. if the member's first AND last name is listed).

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b. Homepage/News Technical Assistance

Any homegroup GSR that is not comfortable adding or maintaining their own content on the Sun City site may have a web servant make the content additions/changes for them. Any request for content additions/changes must be submitted by email to the web servant's suncityna.org email address. Email response forms on the site may not be used for this purpose, because there is no absolute means to verify the identity of the individual using the form. For security reasons, the request must be submitted from the GSR's personal email address

reasons, the request must be submitted from the GSR's personal email address directly to the webservant. The GSR's anonymity will be protected as outlined under Traditions Eleven and Twelve, above.

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7. Tradition Eight

At some time in the future, there might be a need for professional assistance in either maintenance or redesign work on the Sun City NA site. Any expenditures will be made as provided by in the Sun City ASC guidelines.

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8. Subcommittees

Just as with homegroups, each Sun City Area Subcommittee will have its own web page, and its content will be under direct control of the particular subcommittee. In accordance with tradition twelve and these guidelines, personal anonymity must be preserved at all cost.

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9. Website Oversight

The Sun City Area website (www.suncityna.org) is developed and maintained by the area's PI Subcommittee on behalf of the Sun City Area Service Committee. The individuals primarily responsible for the site will be the two Webservants.

Requirements for webservants:

- a. Minimum two years continuous abstinence from all drugs.
- b. Must have or acquire the technical knowledge to maintain the content of the site.
- c. Must be an active member of the Sun City PI Subcommittee
- d. One year commitment.

Trusted webservants may appoint, as needed, assistants with necessary technical skills to assist in site maintenance and oversight, and who would perform their duties under the direct supervision of the trusted webservants.

Requirements for webservant assistants:

- a. Minimum one year continuous abstinence from all drugs.
- b. Must have or acquire the technical knowledge to maintain the content of the site.
- c. Must be an active member of the Sun City PI Subcommittee
- d. Commitment (by task or term) to be determined by the trusted webservant.

In addition to these positions, the Sun City ASC Chairperson would assume the role of a special administrator, who would hold in his/her possession all passwords required to effectively administer the site (domain name passwords, web hosting & database passwords, and website administrator passwords.) For security reasons, these primary passwords will be changed any time a new ASC Chairperson or trusted webservant takes office.

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10. Errors and Rectifications

The Sun City Area Service Committee and PI Subcommittee have made their best efforts to assure that the area website will be compliant with these guidelines. Any errors that are discovered will be corrected as soon as possible after they are reported. Any errors or content that violate the twelve traditions will be corrected immediately by either correcting the errors, or taking the site off-line if the errors cannot immediately be corrected.

Every effort has been made to make the area website as secure as possible. In this day and age, there is no such thing as "bulletproof" security; as new security methods arise, so do the efforts by some individuals to circumvent them. So every effort will be made by the PI Subcommittee to maintain the site's security at the highest levels within our means.

The highest and best security that the Sun City Area can offer is the vigilance of our members.

Many eyes can spot things that may be overlooked by two. This site belongs to all members, and all are invited to participate in its use, content, and oversight.

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Attachment A – Recovery Forum Posting Rules

In keeping with our primary purpose of carrying the N.A. message to all addicts who still suffer, the purpose of the Sun City Area N.A. site and this community forum is to be a resource for:

- New comers and those that think they might have a problem with drugs
- Professionals, including Government officials, Medical & Health Care Professionals, Counselors, Social Workers, Business Leaders, and clergy members
- Members of Narcotics Anonymous and recovering addicts
- Other non-members of NA who have an interest in our fellowship

When posting, please keep in mind that this site is visible to non-NA members as well as search engines. As www.suncityna.org is an officially sanctioned N.A. site, our behavior here is a reflection on the Sun City Area and on N.A. as a whole. Anyone posting on this forum must adhere to The Twelve Traditions, and it is our hope that this forum will convey a positive N.A. message of experience, strength, and hope to addicts and non-addicts alike. So please remember that this is not an N.A. meeting!

Posting Rules of Thumb

Don't use profanity

Do not use any NA logos or directly quote any NA copyrighted materials in posts. As the official site of The Sun City NA, this site is allowed to quote copyrighted materials per the FIPT, but individual posters are not allowed to do so.

Refrain from personal attacks and gossip - anger and exclusion have no place in this public forum, even if it is warranted

Respect anonymity at all times

Personal issues are always important, but please consider whether or not this public forum is the appropriate venue to air them.

In general, it is up to us all to keep this site congenial, inclusive and helpful. If anyone insists on persistently ignoring these simple rules, then it will be necessary to ban them from posting on the forum.

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Attachment B – Privacy Policy

Our privacy policy covers The Sun City Area Narcotics Anonymous and its Web site.

We are committed to protecting the anonymity of all users of this website.

At no time will we ever request your real name - in areas where it is possible to reveal your name, specific instructions will be provided on how not to do so.

You can access our Web site home page and browse our site without disclosing your personal data. The Sun City site is configured so that any anonymous visitor to the site may view the site entirely without the use of cookies. Cookies are used for those that register to post on our Recovery Forum for the purpose of user convenience and for the site software to distinguish between users. We do not use cookies to store personal data nor do we link non-personal information stored in cookies with personal data about specific individuals. No third-party or tracking cookies are used.

When you register to post on our Recovery Forum, the following information is stored in an inaccessible database on our site for the purpose of contacting you if necessary and to enforce our Forum Posting Rules:

- The email address specified when registering

- The IP Address of the computer that you are posting from.

This information is maintained for security reasons only, and will never be used for any other purpose. We will never reveal this or any identifiable information to anyone for any reason.

Links from the Sun City site to other websites are provided only as follows:

Links to official NA websites

Links to sites that provide free services to all users, and that enhance the usability of the Sun City website.

Any links to external service providers will have a disclaimer stating NA's non-affiliation with that provider. The linked content may feature the logos of the provider; the Sun City site will not provide any logos or endorsements whatsoever in the area site content.

Sun City NA cannot, however, be responsible for maintaining visitor privacy and/or anonymity on outside websites linked to from the Sun City website, including websites published by other Narcotics Anonymous service bodies. Visitors are urged to familiarize themselves with the privacy policies of those websites.

We do not give visitors to our Web site the option of using a secure transmission method to send us their personal data.

We have implemented security policies, rules and technical measures to protect the limited personal data that we have under our control from:

- Unauthorized access
- Improper use or disclosure
- Unauthorized modification
- Unlawful destruction or accidental loss

All our employees and data processors, who have access to, and are associated with the processing of personal data, are obliged to respect the confidentiality of our visitors' personal data.

There are no national laws or self-regulatory schemes applicable to our web site or organization, nor are there any global or regional regulatory or self-regulatory schemes applicable to our web site or organization. We are committed to maintaining the provisions of this privacy policy in strict adherence to the anonymity traditions of our fellowship.

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