



Sample Acceptable Usage Policy

- SOURCE: <http://www.backupanytime.com/whitepaper.htm>
- Type: Simple 10 Step
- Intended usage: Framework for general employee and contractor compliance with regard to computer usage.
- Intended recipients: Backupanytime.com clients senior administration and management level.
- Reason for release: To increase awareness of the benefits of an in house acceptable usage policy and encourage the implementation of (with professional legal advice) a company specific in house acceptable usage policy. The term “in house” is intended in the broadest sense and is intended to include on and off site workers.
- Exceptions: This type of acceptable usage policy may not be appropriate to a number of employee and contractor types. One notable exception is home workers. These users may own the hardware they use and may use the same hardware for their own personal requirements.
- General caveat : This document is a general acceptable usage police and is intended as a guideline to developing your own acceptable usage policy. Please consult with your management team and legal advisors with regard to producing your own acceptable usage policy. You use this document, amended or as is without any warranty implied or intended. While it may (by coincidence of interest only) suit a large number of companies, its' scope is obviously too broad to cover all.
- Regional caveat: It is your responsibility to ensure that your acceptable usage policy is legal and enforceable. This applies to clients within Ireland and outside of Ireland.
- Restrictions: If you are not a Backupanytime.com client you will require written permission to use this document. If you are not a Backupanytime.com client and have received this document in good faith from a Backupanytime.com client, you will still require written permission from Backupanytime.com to use this document.
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_____ (herein the company) will provide access to the computer Network, Internet and email. Your cooperation with all listed rules and recommendations and general etiquette are required for this access to be continued.. If you have any questions or concerns regarding the provisions of this Policy in general or pertaining to you, please contact _____(herein the in house implementation officer)

You are forbidden to provide any person details of your account information without prior approval on a per incident basis from your in house implementation officer.

If you violate this Policy, your access may be limited or withdrawn. In addition, you may be subject to disciplinary action, up to and including termination.

1. Your commitment and responsibilities

By using or accepting your account password and related information, you agree to adhere to this Policy document.

You also agree to report any Network, Internet or email misuse to the in house implementation officer. Misuse includes Policy violations listed or unlisted which harm any person or the company or which compromise data.

2. Intended period of Usage

Network, Internet and email access extends throughout the term of your contract and or employment, provided you do not violate the Acceptable Usage Policy. Note: The Company may suspend access at any time without notice or reason.

3. Purpose of provision of computer privilege.

The Company offers access to its Network Internet and email system for business purposes only. If you are unsure consult the in house implementation officer.

4. Netiquette (Etiquette for the net)

All users are required to maintain the rules of Network etiquette, or Netiquette. You must be considerate, comply with the acceptable ethics and code of conduct and use the Network, Internet and email appropriately and legally. The Company will determine what materials, files, information, software, communications, and other content and activity are permitted or prohibited, as outlined below.

5. Banned / Unacceptable Activities

The following activities violate the Company's Computer Network, Internet and email Acceptable Usage Policy:

- 5.1. sending or receiving offensive, abusive, vulgar or defamatory content.
- 5.2. Sending or receiving ethnic, sexual-preference, or gender-related slurs or jokes.
- 5.3. Sending or receiving confidential information about clients or colleagues.
- 5.4. Conducting unauthorized business.
- 5.5. Viewing, transmitting, downloading, or searching for pornographic or illegal materials.
- 5.6. Accessing others' folders, files, work, networks, or computers.
- 5.7. Using software that is not licensed or approved by the Company.

It is understood that you could receive banned material through no fault of your own. It is expected that you report this on immediate receipt to the in house implementation officer. If the in house implementation officer is not available then you should report it to the person of nearest authority available and leave word for the in house implementation officer to contact you urgently on her / his return.

6. Respect for all confidential information

Some employees may have access to confidential information pertaining to clients, the company, employees or management.. This information should be shared with caution and on a need to know basis. If in doubt please consult the in house implementation officer.

7. Email Exists for Business Purposes.

The Company allows email access primarily for business purposes. Employees are prohibited from using personal email software (Hotmail, etc.) for business or personal communications at the office other than with permission on a per incident basis from the in house implementation officer.

8. Authorized Personal Use of Email

Employees may use (if requested of and permitted by the in house implementation officer) email to communicate with family members. Employees' personal use of email is limited to lunch breaks and work breaks only. Employees may not use email during otherwise productive business hours. Employees are prohibited from using email to operate a business, conduct an external job search, solicit money for personal gain, campaign for political causes or candidates, or promote or solicit funds for a religious or other personal cause.

9. Privacy

Network, Internet access and email are provided as a tool for our organization's business. The computer system is the property of the Company. The Company has the legal right to monitor usage of the Network, Internet and email. Employees have no reasonable expectation of privacy when using the Company's computer system, Network, Internet or email.

10. Violations and consequences

These guidelines are intended to provide Company employees with general examples of acceptable and unacceptable use of the Company's computer system. A violation of this policy may result in disciplinary action up to and including termination.

Acknowledgment

If you have questions about the above policies and procedures, address them to the in house implementation officer before signing the following agreement.

I have read the Company's Network, Internet and Email Acceptable Usage Policy and agree to abide by it. I understand and accept that a violation of any of the above policies and procedures may result in disciplinary action, up to and including my termination.

User Name

User Signature

Date