# Unit 4 Assignment - Acceptable Use Policy, Email Use Policy

# Amon-Ra

# Herzing University

BU622 Information Security and Privacy

**Introduction**

This paper will serve as to demonstrate concepts regarding data security management plans for an organization. The selected organization for use case is Zanzibar Spice, LLC, a new small startup in the coffee, tea, and spice industry. Within this writing, the topics of acceptable use and email use will be addressed in the creation of two separate polices.

1. **Purpose**

The purpose of this acceptable use policy is to advise of permitted use of Zanzibar Spice, LLC computer systems. This policy institutes best practices to avoid/minimize risks to Zanzibar Spice, LLC computer systems.

1. **Scope**

This policy applies to all users of information technology resources owned or managed by Zanzibar Spice, LLC.

1. **Responsibility**

The Technology Director will be responsible for the implementation of the Acceptable Use Policy.

1. **Policy** 
   1. **General Use and Ownership**
      1. Zanzibar Spice, LLC proprietary data is the sole property of Zanzibar Spice, LLC.
      2. Employees must immediately report to their supervisor any theft, loss or intentional or unintentional unauthorized access proprietary Zanzibar Spice, LLC data.
      3. Access to computer resources is authorized in the performance of assigned work functions.
      4. Employees will consult with their supervisor for guidance relating to any circumstance not addressed in this policy.
      5. To ensure security and network continuity, authorized personnel may monitor information technology systems.
      6. Zanzibar Spice, LLC reserves the right to audit networks and systems to ensure policy compliance.
   2. **Security and Proprietary Information**
      1. Users and devices will be governed by a policy of least privilege.
      2. System administrators will enforce password complexity for end-users
      3. When unattended, all end-user devices placed in screen locked mode or logged off.
      4. Employee should not open emails or attachments from unknown sources and should report the receipt of such emails to their supervisor.
   3. **Acceptable Use**
      1. Any activity that compromises the security or performance of Zanzibar Spice, LLC information technology resources is not acceptable.
      2. Employees will adhere the of Zanzibar Spice, LLC Code of Conduct and Ethical Standards in their use of Zanzibar Spice, LLC computer sources.
      3. Employees prohibited from providing access to Zanzibar Spice, LLC computing asset to family or household members or other unauthorized individuals or groups.
   4. **Communication Activities**
      1. Employees are prohibited from presenting themselves to the public or giving any impression to the public of representing Zanzibar Spice, LLC in any capacity without Zanzibar Spice, LLC authorization. This includes but is not limited to the use of the company name, logos, trademarks, and email addresses.
      2. As set forth in the nondisclosure agreements, employees are prohibited from revealing any Zanzibar Spice, LLC confidential or proprietary information.
2. **Non-Compliance**

“Violation of this policy may be subjected to disciplinary, criminal, and/or civil penalties.” (Amon-Ra, 2020)

1. **Related Policies**
   1. Codes of Conduct
   2. Ethical Standards
   3. Nondisclosure Agreements
2. **Revision History**

|  |  |  |
| --- | --- | --- |
| **Date of Change** | **Executor of Change** | **Summary of Change** |
| 08/02/2020 | Amon-Ra | Creation |

1. **Purpose**

The purpose of this email policy is to institute best use practices of Zanzibar Spice, LLC email system and outlines actions at are acceptable by the company.

1. **Scope**

This policy applies to all employees, contract employees, interns, 3rd party vendors, partners and their use of email sent from Zanzibar Spice, LLC email address.

1. **Responsibility**

The Technology Director will be responsible for the implementation of the Email Use Policy.

1. **Policy** 
   1. The use of Zanzibar Spice, LLC email must be in accordance with Zanzibar Spice, LLC code of conduct and ethical standards and in compliance with local, state and federal laws.
   2. Zanzibar Spice, LLC email system must be used for conducting all Zanzibar Spice, LLC business and is the only system permitted for such activities.
   3. Conducting business on Zanzibar Spice, LLC email system that is not related to Zanzibar Spice, LLC is strictly prohibited.
   4. Utilization of Zanzibar Spice, LLC email system for personal use should be avoided.
   5. All email related to Zanzibar Spice, LLC business will be retained and never deleted.
   6. Zanzibar Spice, LLC emails will be archived at the discretion of the user for the purposes of decluttering, preserving, or creating space.
   7. Zanzibar Spice, LLC data classification policy governs all authorization to company data.
   8. Any and all communications sent and received via Zanzibar Spice, LLC email system is subject to being monitored at any time.
2. **Non-Compliance**

“Violation of this policy may be subjected to disciplinary, criminal, and/or civil penalties.” (Amon-Ra, 2020)

1. **Related Policies**
   1. Codes of Conduct
   2. Data Classification Policy
   3. Ethical Standards
2. **Revision History**

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**Conclusion**

As a measure to protect company computer systems and the business, Zanzibar Spice, LLC, has acceptable use and email use policies to instruct company-related users and to guide them in their daily use.

References:

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