**Blue Team X**

**POLICY & PROCEDURES**

### **Acceptable Use Policy**

### **Effective Date:** <Month Day, Year> **Rev.** 1

**Policy:** We must develop, implement, and regularly review a formal documented process outlining the acceptable use of our information systems.

**Procedures:** We train and remind our workforce members about what constitutes the acceptable use of any equipment or services that we offer.

**Details:**

* Computers, computer files, email, instant messaging, internet access and computer software furnished to employees are the property of the company and intended for legitimate business use only.
* Internet access includes but is not limited to: Email, FTP, Telnet, Web browsing, or any other internet services on our network.
* Employees must not use the business internet services or computers to engage in any illegal fraudulent or malicious conduct, send, receive or store offensive, obscene, or defamatory material.
* Employees must refrain from installing any software or downloading any files not pre approved by IT. This is due to the possibility of harmful viruses or malware.
* We reserve the right to monitor and or access any and all files, internet, email and instant messaging usage.
* All computer and system files are subject to unannounced inspections and auditing.
* Monitoring can be but is not limited to: intercepting, copying, printing or reading all email entering or leaving or stored in our system.
* Accessing any and all social media is not allowed while using company resources unless previously authorized to do so.
* No employee should not expect privacy while using any company computer systems.A
* Any violation of the afformentioned can lead to disciplinary action, including potential termination of employment.