# ACCEPTABLE USE POLICY (AUP)

Version: 1.0

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Organization: [organization name]

## 1. Purpose

This Acceptable Use Policy (AUP) outlines the acceptable and unacceptable uses of the organization's information systems, networks, and digital resources. Its goal is to protect company assets, ensure legal compliance, and reduce cybersecurity risks.

## 2. Scope

This policy applies to all employees, contractors, interns, and third-party users who access or interact with organizational systems, data, or devices.

## 3. Acceptable Use

Users must:

* Use company resources only for legitimate business purposes
* Access only data and systems for which they are authorized
* Protect sensitive data using strong passwords and secure handling
* Lock or log off devices when unattended
* Report any suspicious activity or security incidents immediately

## 4. Unacceptable Use

Users must not:

* Install unauthorized software or tools
* Use organizational systems for personal gain or illegal activity
* Circumvent security controls (e.g., firewalls, antivirus)
* Share credentials or allow others to use their accounts
* Access, store, or distribute offensive, obscene, or illegal content

## 5. Monitoring

All use of company systems may be monitored or logged. Users should have no expectation of privacy when using organizational equipment or networks.

## 6. Enforcement

Violations of this policy may result in disciplinary action, up to and including termination of employment and legal action, depending on severity.

## 7. Review

This policy will be reviewed annually or after major organizational or regulatory changes.

Approved by: [Insert Name or Role]

Review Date: [Insert Future Review Date]