**Introduction**

This Acceptable Use Policy (AUP) outlines the responsible and secure use of [Company Name]'s information technology (IT) resources, including computers, networks, software, and internet access.

**Purpose**

This AUP aims to:

* Protect [Company Name]'s IT infrastructure and data from unauthorized access, use, disclosure, disruption, modification, or destruction.
* Ensure the confidentiality, integrity, and availability of company information.
* Promote responsible and ethical use of IT resources.
* Comply with relevant laws and regulations.

**Acceptable Use**

* **General Use:** IT resources are provided for conducting official business only. Personal use is permitted on a limited basis if it does not interfere with work duties or violate this policy.
* **Data Security:** Users are responsible for safeguarding company data entrusted to them. This includes using strong passwords, avoiding sharing login credentials, and reporting any suspected data breaches.
* **Software Usage:** Only authorized software applications should be installed or used on company devices. Downloading unauthorized software can introduce security vulnerabilities.
* **Email and Internet Use:** Users should exercise caution when opening emails from unknown senders or clicking on suspicious links. Avoid sending confidential company information through unencrypted channels.
* **Prohibited Activities:** Activities such as hacking, malware distribution, unauthorized access attempts, or using company resources for illegal purposes are strictly prohibited.

**Enforcement**

Violations of this AUP may result in disciplinary action, up to and including termination of employment or access to IT resources.

**Training and Awareness**

[Company Name] will provide training to all employees on the AUP and cybersecurity best practices. Employees are responsible for staying informed about cybersecurity threats and updating their knowledge as needed.

**Updates**

This AUP will be reviewed and updated periodically to reflect changes in technology, threats, and regulations.

**By signing below, you acknowledge that you have read and understood this Password Policy and agree to comply with its provisions.**

**Employee Name (Print):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_