

# **Disability Empowerment Society Nepal**

## **Computer Policy**

### **1. Introduction**

The Disability Empowerment Society Nepal (DESN) relies on computer systems to conduct its operations efficiently. This policy provides guidelines for the proper use, management, and security of DESN's computer resources to ensure their effective and secure use.

### **2. Scope**

This policy applies to all DESN staff, volunteers, consultants, and partners who use DESN's computer systems, including desktops, laptops, servers, and network infrastructure.

### **3. Objectives**

- Ensure the security and integrity of DESN's computer systems and data.
- Promote responsible and ethical use of computer resources.
- Protect DESN's computer systems from unauthorized access, damage, and misuse.

### **4. Acceptable Use**

1. **Professional Use:** DESN's computer systems are to be used for work-related purposes. Limited personal use is allowed, provided it does not interfere with work responsibilities or violate any policies.
2. **Prohibited Activities:** Users must not engage in activities that are illegal, unethical, or disruptive. This includes, but is not limited to, downloading or sharing illegal content, accessing unauthorized websites, and engaging in any form of cyberbullying or harassment.
3. **Software Installation:** Only authorized software should be installed on DESN's computer systems. Users must not install or use unlicensed or pirated software.

### **5. Security and Confidentiality**

1. **Access Control:** Users must use strong passwords and change them regularly. Passwords should not be shared with anyone.
2. **Data Protection:** Sensitive information must be stored securely and accessed only by authorized personnel. Data should be backed up regularly to prevent loss.
3. **Antivirus and Updates:** All computer systems must have up-to-date antivirus software and regular system updates to protect against malware and other security threats.
4. **Physical Security:** Computers should be locked or logged off when not in use. Portable devices should be stored securely when not in use.

### **6. Internet and Email Usage**

1. **Internet Use:** Internet access should be used primarily for work-related purposes. Users must avoid accessing inappropriate or non-work-related websites.
2. **Email Use:** DESN's email system should be used for professional communication. Users should be cautious of phishing attempts and avoid clicking on suspicious links or attachments.

## 7. Remote Access

1. **Authorization:** Remote access to DESN's computer systems is allowed only for authorized personnel and should be used in accordance with DESN's security protocols.
2. **VPN Use:** When accessing DESN's network remotely, users must use a secure Virtual Private Network (VPN) to ensure data security.

## 8. Monitoring and Compliance

1. **System Monitoring:** DESN reserves the right to monitor computer usage to ensure compliance with this policy. This includes monitoring internet usage, email, and system logs.
2. **Policy Compliance:** Users are expected to comply with this policy. Violations may result in disciplinary action, including termination of employment or contract.

## 9. Training and Awareness

1. **Training Programs:** Provide regular training for staff, volunteers, and partners on computer security, acceptable use, and data protection.
2. **Awareness Campaigns:** Conduct awareness campaigns to promote understanding and adherence to the computer policy.

## 10. Incident Reporting

1. **Reporting Security Incidents:** Users must report any security incidents, such as data breaches, unauthorized access, or malware infections, immediately to the IT department.
2. **Response to Incidents:** The IT department will investigate and respond to reported incidents promptly to mitigate any potential damage.

## 11. Responsibilities

- **Senior Management:** Ensure the implementation and enforcement of the computer policy.
- **IT Department:** Manage and secure DESN's computer systems, provide technical support, and conduct training.
- **All Users:** Adhere to the computer policy, report any security incidents, and participate in training and awareness activities.

## 12. Review and Updates

This policy will be reviewed regularly and updated as necessary to ensure its relevance and effectiveness. Feedback from users will be considered in the review process.

### **13. Conclusion**

DESN is committed to ensuring the security and proper use of its computer systems. By adhering to this policy, users contribute to a secure, efficient, and ethical working environment.

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#### **Approved by:**

[Name]

[Position]

Disability Empowerment Society Nepal

[Date]