**Acceptable Use Policy**

**1) System Usage Guidelines**

* Guidelines apply to: ALL users
* Use Authorized to: Verified employees per application
* Personal Use: System may be used for limited personal use within reason
* Data ownership: All created and accessed data is under company ownership
* Conditions of Access
  + 1. Password changes are the responsibility of the user
  + 2. Account should only be accessed by owner
  + 3. Large downloads should be avoided
  + 4. Suspected/ actual security breaches must be reported
  + 5. Computer must be locked when left unattended
* Unauthorized Uses: Illegal/ Unlawful activity is not permitted
* Breach of Guidelines: May result in suspension or termination

**2) Allowed Applications on the network**

* Large downloads should be avoided to ensure reliable network speed
* No installations permitted without acceptable business use
* Personal/social applications are not permitted during work hours
* Unlawful applications are not permitted

**3) Peer to Peer sharing**

* Peer to Peer sharing should be limited to appropriate contacts within the company and approved partners
  + Supervisor should be contacted if there are any questions regarding approved partners
* In order to protect sensitive information, there will be restrictions on where sensitive files can be saved and accessed
  + File naming conventions should not disclose sensitive document contents
* Peer to Peer networks should be monitored for sensitive information