Acceptable Use Policy Example

Draft of an acceptable use policy, covering the use of email, internet, and company equipment, as requested. No outside resources used.

**Acceptable Use Policy**

By signing this Acceptable Use Policy, I agree to the following conditions:

Email Use: Company email addresses must only be used for company related communications. You may not use your company email address for personal communications, nor should you use your personal email address for company related communications. Under no circumstances should you give access to your company email account to any other person, regardless of their status at the company. In addition, make sure that you are aware of email related security concerns, including the identification of scams and “phishing” messages which may bring about harm to the company or seek to release private information. With this in mind, be sure to be careful about downloading attachments or viewing URL links included in any email messages you recieve.

Internet Usage: While you are on paid company time, you should not browse any website that is not related to the work you are doing. This includes browsing on both company and personal equipment. However, you may use any personal devices to browse when you are not on paid company time.

Personal Use of Company Equipment: Company equipment should not be used for personal reasons without written permission. Permission can be gained from the department which controls said equipment, or from your department head if it is equipment from your department.

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

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix**

* This policy may have to be updated or rewritten to reflect any particular requirements of an inject.
* The policy should be updated with formatting and titles related to the company or organization it is being used for.
* This document had its origins in UMCST’s response inject 8 in the 2017 NECCDC qualifier.