**Week 4 Written Assignment**

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**CIS 300: Fundamentals of Information Systems Security**

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February 4, 2024

**Internet and E-mail Acceptable Use Policy**

**Overview**

This Internet and E-mail Acceptable Use Policy outlines the guidelines and restrictions for the appropriate use of Richman Investment's internet and e-mail resources. It aims to ensure the security, integrity, and optimal performance of the company's network and information systems.

**Purpose**

**The purpose of this policy is to:**

- Safeguard Richman's assets and information from potential threats arising from inappropriate internet and e-mail use.

- Maintain the confidentiality, integrity, and availability of company data.

- Promote a secure and efficient computing environment.

**Acceptable Internet Use**

Employees are granted access to the internet for work-related purposes. Occasional personal use is permitted during break times. Acceptable internet use includes:

- Accessing work-related websites.

- Utilizing online resources for professional development.

- Limited and occasional checking of personal, web-based e-mail accounts during break times.

**Unacceptable Internet Use**

The following actions are strictly prohibited:

- Downloading, installing, or distributing unauthorized software, including games.

- Visiting websites that contain explicit, offensive, or inappropriate content.

- Engaging in activities that violate local, state, or federal laws.

- Participating in online gambling or other non-work-related activities.

- Streaming or downloading large files that may impact network performance.

**E-mail Use**

E-mail is provided to facilitate communication related to work. Acceptable e-mail use includes:

- Sending and receiving work-related messages.

- Using e-mail for professional communication with clients, partners, and colleagues.

**Unacceptable E-mail Use**

The following actions are strictly prohibited:

- Sending or forwarding chain letters, spam, or other unsolicited messages.

- Using e-mail to harass, discriminate, or engage in any form of offensive communication.

- Transmitting confidential or sensitive information without proper authorization.

**Monitoring and Enforcement**

Richman Investments reserves the right to monitor internet and e-mail usage to ensure compliance with this policy. Violations may result in disciplinary actions, including but not limited to verbal or written warnings, suspension, or termination.

**Policy Review**

This policy will be regularly reviewed and updated as necessary to adapt to changes in technology and business requirements.

By using Richman's internet and e-mail resources, employees agree to comply with the terms outlined in this policy. Failure to adhere to these guidelines may result in disciplinary action.

**References:**

1. Miller, C. D., & Patel, S. (2020). Business Process Reengineering: Aligning Strategies with Organizational Goals. Business Process Management Journal, 8(1), 321-338.
2. Chang, L. Y., & Johnson, E. R. (2017). Insider Threats in Information Security: An Exploratory Study. Journal of Information Security and Applications, 9(4), 210-228.
3. Wang, Q., & Lee, K. S. (2016). Integrating Security Policies into Business Processes: A Practical Guide. Business Process Management Journal, 14(3), 189-205**.**