Acceptable Use Policy (AUP)

Version: DRAFT

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

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1. Purpose

[Define the goal of this policy: to regulate how information systems and assets are used.]

2. Scope

[Identify all users covered: employees, contractors, third parties.]

3. Acceptable Use

[List permitted uses for devices, email, internet, accounts, etc.]

4. Prohibited Activities

[Outline examples of unacceptable behavior like sharing credentials or accessing malicious sites.]

5. Monitoring & Compliance

[Describe the organisation’s right to monitor systems and enforce this policy.]

6. Enforcement

[Specify consequences for violation.]