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Time on Task:	Progress:
	100%

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Guided Exercises

Part 1: Research Acceptable Use Policies

2. **Write** a **brief summary** of the article. In your summary, focus on the need for an AUP and its key elements.

The article above discusses AUPs in K-12 school environments for students with mobile devices. The need for an AUP is discussed due to the observed hazards of not having an AUP on these devices. Some behaviors include bullying and disrupting the class. The authors encourage educators to utilize mobile devices in a creative way that also fits within the AUP.

Part 2: Design an Acceptable Use Policy

3. **Design** an AUP for this fictional credit union, using the online example of the AUP as a template. Your policy does not need to be exhaustive, but it should outline the key components of an AUP and provide policy statements that address the above requirements. You may want to create your policy using word processing software on your local computer and then copy and paste the text into the deliverable field.

Acceptable Use Policy Local Credit Union – All Branches Policy Statement This document serves as the acceptable use policy for all users of company resources which states that resources shall be used in a lawful manner. Doing so will prevent loss or damage to the credit union's image, operations, and/or financial interests and will comply with all compliance policies, acceptable use policies, and procedures. Responsibility User – The user will be responsible for adhering to the AUP. Manager – The manager will be responsible for administering the AUP and is responsible for explaining the AUP to the users. Managers will also be responsible for adhering to the AUP. Auditor – The auditor will be responsible for ensuring the AUP is being followed and will be responsible for adhering to the AUP. Purpose The purpose of this policy is to outline the acceptable use of equipment and company resources and to ensure GLBA compliance at the Local Credit Union. Objectives • Ensure Compliance with GLBA. • Monitor and Control Use of Internet through Content Filtering. • Eliminate Personal Use of Organizational IT Assets. • Monitor and Control Use of Email System by Implementing Security Controls. • Implement for All IT Assets • Incorporate the Review into Annual Security Awareness Training Scope This policy applies to anyone who utilizes company-owned resources. Standards • Users must always show consideration for others. • Users are responsible for keeping their passwords secure from any eyes but their own. • Personal use of email and internet services utilizing a company-owned resource is prohibited. • Users must uphold and maintain the organization's security practices thus providing confidentiality. Procedures The compliance team will ensure that this policy is upheld through several methodologies including reporting, auditing, and feedback. Disciplinary Actions A user found to have violated this policy will be subject to disciplinary action.

Challenge Exercise

Select an industry other than banking. For example, you could choose manufacturing, higher education, or utilities.

P-12 Education

Create a list of unique attributes of the business in your chosen industry.

- Children involved (PII, PHI included) - School resources to include computers, printers, and telephones - Children may or may not have personal devices

Instead of creating an AUP, **write** a formal letter to the company's CEO and board to explain the need for an AUP and your suggestions on the content of that policy.

Mrs. Jane Doe Technology Coordinator Williamsburg City School 08/23/2021 Dear Mrs. Doe, I am writing to inform you of why an AUP is needed within the school district for educators, administrators, and anyone who has access to the school's network and computer equipment. The purpose of an AUP is to establish rules. They also help to mitigate risks because they establish what can and cannot be done using the organization's network or resources. As a P-12 school district, protecting the children is almost as paramount as educating them. This includes their personal information. Infinite Campus is the database the school district utilizes to manage students, staff, and educators ranging with the information contained in these fields that range from their home addresses to illnesses or allergies. This type of data is called personally identifiable information and personal health information. Both are to be protected. By establishing and utilizing an AUP, the administrators are adding control to ensure that this classified information is not leaked into the wrong hands. If you need help composing an AUP, feel free to contact me, and I will do my best to assist. Thank you for your time! Sincerely, Jacob Jeffers