Team: Team 07

Inject Number: 10

Inject Duration: 45 Minutes

Inject Start Date/Time: Sat, 09 Feb 2019 16:52:55 +0000

From: IT Director

To: Infrastructure Team

Subject: Create Acceptable Use Policies

General Counsel and industry best practice requiring that we implement an Acceptable Use Policy for our user community to acknowledge. Please develop a document in a policy format that describes acceptable IT system and service usage, specifically covering: 1) Email; 2) Internet Usage; 3) Social Media and Blogging; 4) Mobile Device and IoT; 5) Personal Use of Company Equipment; and Consequences for violation of the policy. Include other best-practice items as appropriate.

The policy should conclude with a separate signature page at the end of the document for the employee to acknowledge that they have read, understand, and will comply with the policy.

If you use outside resources to aid in drafting the policy, be sure to edit with out specific company information (team name) as well as give proper acknowledgment and respect to all copyrights.

Thank you.

IT Director