**Acceptable Use Policy**

**Free Use Disclaimer:** *This policy was created by or for the SANS Institute for the Internet community. All or parts of this policy can be freely used for your organization. There is no prior approval required. If you would like to contribute a new policy or updated version of this policy, please send email to* [*policy-resources@sans.org*](mailto:policy-resources@sans.org)*.*

**Things to Consider:** *Please consult the Things to Consider FAQ for additional guidelines and suggestions for personalizing the SANS policies for your organization.*

**Last Update Status:** Updated June 2014

# Overview

Information Security Department’s intentions for publishing an Acceptable Use Policy are not to impose restrictions on the existing culture of MotorHead Distributors Inc. Information Security Department is committed to protecting the company's employees, partners, vendors and the company itself from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet and Intranet related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of MotorHead Distributors Inc. These systems are to be used for business purposes in serving the interests of the company, and of our clients and customers in the course of normal operations. Please review Human Resources policies for further details.

Effective security is a team effort involving the participation and support of every MotorHead Distributors Inc. employee and other workers who deal with information and information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

# Purpose

The purpose of this policy is to outline the acceptable use of computer equipment at MotorHead Distributors Inc. These rules are in place to protect the employee and MotorHead Distributors Inc. Inappropriate use exposes MotorHead Distributors Inc. to risks including hacking, unauthorized remote access, system intrusion, and other legal issues.

# Scope

This policy applies to the use of information, electronic and computing devices, and network resources to conduct MotorHead Distributors Inc. business or interact with internal networks and business systems, whether owned or leased by MotorHead Distributors Inc., the employee, or a third party. All employees, vendors, and other workers at MotorHead Distributors Inc. are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with MotorHead Distributors Inc. policies and standards, and local laws and regulation. Exceptions to this policy are documented in section 5.2

This policy applies to employees, vendors, and other workers at MotorHead Distributors Inc., including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by MotorHead Distributors Inc.

# Policy

## General Use and Ownership

## MotorHead Distributors Inc.’s proprietary information stored on electronic and computing devices whether owned or leased by MotorHead Distributors Inc., the employee or a third party, remains the sole property of MotorHead Distributors Inc. You must ensure through legal or technical means that proprietary information is protected in accordance with the *Data Protection Standard.*

## You have a responsibility to promptly report the theft, loss or unauthorized disclosure of MotorHead Distributors Inc.’s confidential information.

## You may access, use or share MotorHead Distributors Inc. proprietary information only to the extent it is authorized and necessary to fulfill your assigned job duties.

## Employees are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Internet and Intranet systems. In the absence of such policies, employees should be guided by departmental policies on personal use, and if there is any uncertainty, employees should consult their supervisor or manager.

## For security and network maintenance purposes, authorized individuals within MotorHead Distributors Inc. may monitor equipment, systems and network traffic at any time, per PCI DSS, CPNI and FIPS compliance.

## MotorHead Distributors Inc. reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

* 1. **Security and Proprietary Information**
     1. All mobile and computing devices that connect to the internal network must comply with the *Minimum Access Policy*.
     2. System level and user level passwords must comply with the *Password Policy*. Providing access to another individual, either deliberately or through failure to secure its access, is prohibited.
     3. All computing devices must be secured with a password-protected screensaver with the automatic activation feature set to 10 minutes or less. You must lock the screen or log off when the device is unattended.
     4. Postings by employees from a MotorHead Distributors Inc. email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of MotorHead Distributors Inc., unless posting is in the course of business duties.
     5. Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain malware.
  2. **Unacceptable Use**

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is an employee of MotorHead Distributors Inc. authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing MotorHead Distributors Inc. owned resources.

The lists below are by no means complete, but attempt to provide a framework for activities which fall into the category of unacceptable use.

* + 1. System and Network Activities

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by MotorHead Distributors Inc..
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which MotorHead Distributors Inc. or the end user does not have an active license is strictly prohibited.
3. Accessing data, a server or an account for any purpose other than conducting MotorHead Distributors Inc.’s business, even if you have authorized access, is prohibited.
4. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
5. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
6. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
7. Using a MotorHead Distributors Inc. computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
8. Making fraudulent offers of products, items, or services originating from any MotorHead Distributors Inc. account.
9. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
10. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
11. Port scanning or security scanning is expressly prohibited unless prior notification to the IT department is made.
12. Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job or duty.
13. Circumventing user authentication or security of any host, network or account.
14. Introducing honey pots, honey nets, or similar technology on the MotorHead Distributors Inc. network.
15. Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).
16. Using any program, script, command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet or Intranet.
17. Providing information about, or lists of, MotorHead Distributors Inc. employees to parties outside MotorHead Distributors Inc.
    * 1. Email and Communication Activities

When using company resources to access and use the Internet, users must realize theyrepresent the company. Whenever employees state an affiliation to the company, they must also clearly indicate that "the opinions expressed are my own and not necessarily those of the company". Questions may be addressed to the IT Department

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
2. Any form of harassment via email, telephone or text messages, whether through language, frequency, or size of messages.
3. Unauthorized use, or forging, of email header information.
4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
5. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
6. Use of unsolicited email originating from within MotorHead Distributors Inc.'s networks of other Internet or Intranet service providers on behalf of, or to advertise, any service hosted by MotorHead Distributors Inc. or connected via MotorHead Distributors Inc.'s network.
   * 1. Blogging and Video Blog
7. Blogging and video blogs by employees, whether using MotorHead Distributors Inc.’s property and systems or personal computer systems, is also subject to the terms and restrictions set forth in this Policy. Limited and occasional use of MotorHead Distributors Inc.’s systems to engage in blogging and video blogs is acceptable, provided that it is done in a professional and responsible manner, does not otherwise violate MotorHead Distributors Inc.’s policy, is not detrimental to MotorHead Distributors Inc.’s best interests, and does not interfere with an employee's regular work duties. Blogging and video blogs from MotorHead Distributors Inc.’s systems is also subject to monitoring.
8. MotorHead Distributors Inc.’s Confidential Information policy also applies to blogging. As such, Employees are prohibited from revealing any confidential or proprietary information, trade secrets or any other material covered by MotorHead Distributors Inc’s Confidential Information policy when engaged in blogging.
9. Employees shall not engage in any blogging and video blogs that may harm or tarnish the image, reputation or goodwill of MotorHead Distributors Inc. or any of its employees. Employees are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging and video blogs or otherwise engaging in any conduct prohibited by MotorHead Distributors Inc.’s *Non-Discrimination and Anti-Harassment* policy.
10. Employees may also not attribute personal statements, opinions or beliefs to MotorHead Distributors Inc. when engaged in blogging. If an employee is expressing his or her beliefs or opinions in blogs, the employee may not, expressly or implicitly, represent themselves as an employee or representative of MotorHead Distributors Inc. Employees assume any and all risk associated with blogging.
11. Apart from following all laws pertaining to the handling and disclosure of copyrighted or export controlled materials, MotorHead Distributors Inc.’s trademarks, logos and any other MotorHead Distributors Inc. intellectual property may also not be used in connection with any blogging and video blogs activity.

# Policy Compliance

* 1. Compliance Measurement

The InfoSec team will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.

# Exceptions

Any exception to the policy must be approved by the InfoSec team in advance.

# Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

# Related Standards, Policies and Processes

* Data Classification Policy
* Data Protection Standard
* Social Media Policy
* Minimum Access Policy
* Password Policy

# Definitions and Terms

The following definition and terms can be found in the SANS Glossary located at:

https://www.sans.org/security-resources/glossary-of-terms/

* Blogging
* Video Blogs
* Honeypot
* Honeynet
* Proprietary Information
* Spam

# Revision History

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| --- | --- | --- |
| Date of Change | Responsible | Summary of Change |
| June 2014 | SANS Policy Team | Updated and converted to new format |
| December 2015 | Group 2 | Revised the policy for Motor Head Distributors Inc. |