# Acceptable Use Policy Template

## 1. Purpose

The purpose of this Acceptable Use Policy (AUP) is to define the acceptable use of [Organization Name]’s information technology (IT) resources, systems, and services. This policy is designed to protect the organization, its employees, and its resources from unauthorized or inappropriate use while ensuring compliance with legal and regulatory requirements.

## 2. Scope

This policy applies to all users of [Organization Name]’s IT resources, including employees, contractors, consultants, temporary staff, and third parties. It covers all organizational systems, applications, networks, and devices owned, leased, or operated by the organization.

## 3. Objectives

The objectives of this policy are to:  
- Ensure the secure and appropriate use of organizational IT resources.  
- Protect sensitive information from unauthorized access, use, or disclosure.  
- Prevent activities that may harm the organization’s reputation or operations.  
- Comply with applicable laws, regulations, and contractual obligations.  
- Promote a culture of responsible IT usage.  
  
The organization will evaluate the effectiveness of these objectives using key performance indicators (KPIs), such as the number of reported incidents of misuse, audit findings, and the rate of compliance with security protocols.

## 4. Acceptable Use Guidelines

4.1 General Usage:  
- IT resources should only be used for legitimate business purposes.  
- Users must comply with all applicable organizational policies, including information security and data protection policies.  
  
4.2 Prohibited Activities:  
- Accessing, storing, or distributing inappropriate or offensive material.  
- Engaging in illegal activities or violating intellectual property rights.  
- Circumventing security controls or attempting unauthorized access to systems.  
- Using organizational IT resources for personal commercial gain or political activities.  
  
Examples: Attempting to access restricted databases without authorization or using work email for a personal business.  
  
4.3 Email and Communication:  
- Emails should be professional and aligned with the organization’s communication standards.  
- Users must not send unsolicited or spam emails.  
- Sensitive information must be encrypted or securely transmitted.  
  
4.4 Internet Usage:  
- Users should access only authorized websites and refrain from visiting potentially harmful or non-work-related sites.  
- Downloading unauthorized software, applications, or files is prohibited.

## 5. Security Requirements

- Users must protect their login credentials and report any suspected compromise immediately.  
- Devices accessing organizational resources must have up-to-date antivirus software and adhere to the organization’s security standards.  
- Remote work and BYOD (Bring Your Own Device) users must comply with additional security measures, including the use of VPNs and secure configurations.  
- Data must be stored, shared, and disposed of securely, according to organizational guidelines.

## 6. Monitoring and Enforcement

[Organization Name] reserves the right to monitor IT resource usage to ensure compliance with this policy. The scope of monitoring includes, but is not limited to, network traffic analysis, email filtering, and system activity logging. Violations of the AUP may result in disciplinary action, up to and including termination of employment or contractual agreements.

## 7. Responsibilities

- Users: Adhere to this policy and report any suspected violations.  
- IT Department: Implement and enforce technical controls to support the AUP.  
- Management: Promote awareness and ensure compliance within their teams.

## 8. Policy Review and Updates

This policy will be reviewed annually or upon significant changes in technology, operations, or regulatory requirements to ensure it remains relevant and effective. User feedback will be solicited during the review process to identify potential improvements.

## 9. Approval

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_