

Acceptable Use Policy

Version: 1.0

Owner: IT Department

Effective Date: [Insert Date]

Last Reviewed: [Insert Date]

Purpose:

To define responsible and secure use of company-owned and authorized technology resources.

Scope:

Applies to all employees, contractors, and third-party users who access the companys information systems, networks, and services.

Acceptable Use:

- Use IT assets solely for business-related purposes.
- Store documents only in authorized cloud services (e.g., OneDrive, SharePoint).
- Access only data and systems required for your role.

Prohibited Use:

- Sharing passwords or login credentials.
- Accessing or distributing offensive, illegal, or pirated content.
- Installing unauthorized software or using unapproved storage services.
- Circumventing security controls or monitoring tools.

Enforcement:

Any misuse of systems may result in access revocation, disciplinary action, or legal action.

Acknowledgment:

Users must sign this policy annually to maintain access to company systems.