

Contoso — IT Acceptable Use Policy

Summary for onboarding and training demos.

Allowed use

- Use company systems for legitimate business purposes.
- Limited personal use is permitted if it is lawful, minimal, and doesn't create risk.
- Use only approved software and services for company work.

Security requirements

- MFA is required for all corporate accounts.
- Use strong, unique passwords and do not share credentials.
- Lock your screen when away from your device.
- Store documents in approved locations (SharePoint/OneDrive) and use least-privilege sharing.

Prohibited behaviors

- Installing unapproved software that bypasses security controls.
- Sharing confidential data through personal email or consumer cloud storage.
- Attempting to disable antivirus, endpoint protection, or device management.
- Accessing illegal, hateful, or harassing content using company systems.

Reporting

- Report lost devices, suspected phishing, or security incidents immediately to the Service Desk or Security.