



Internet and Email Policy

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Prepared By		Approved By
Pathik Patel		Chetan Patel

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Purpose

This policy defines the methodology for internet & e-mail usage. It is designed to prevent unauthorized and unprotected connections to the internet which may allow a host of unsafe content to enter the organizational network and compromise data integrity and system security across the entire network.

Scope

This policy is applicable to all users of TechSture. This policy has components of a user compliance policy and an internal IT policy.

Email Policy

DOs & DON'Ts		Responsibility
✓	Sending chain letters or joke emails from the email is prohibited.	Users
✓	Mass mailings from shall be approved by Reporting Authority before sending.	IT Department
✓	Keep management in CC in transmission of any important information.	Users
✓	Do not share any mail with unauthorized employee.	Users
✓	Select proper subject in email for immediate retrieval whenever needed.	Users
✓	User internal Email address to communicate within department.	Users
✗	Official network and email IDs are not for personal use.	Users
✗	Never open any files or macros attached to an email from an unknown, suspicious or untrustworthy source. Delete these attachments immediately, then "double delete" them by emptying your Trash.	Users
✗	Delete spam, chain, and other junk email without forwarding.	Users
✗	Never download files from unknown or suspicious sources.	Users
✗	Don't share your passwords, change periodically as per password policy.	Users

Internet Access Policy

User Responsibilities

These guidelines are intended to help you make the best use of the Internet resources at your disposal. You should understand the following.

1. The Company provides Internet access to staff to assist them in carrying out their duties for the Company. It is envisaged that it will be used to lookup details about suppliers, products, to access government information and other statutory information. It should not be used for personal reasons.
2. The IT & Technical staff shall use the internet to assist them in technical knowledge, related information. It should not be used in any way for personal reasons.

When using the Company's Internet access facilities you should comply with the following guidelines.

DO

- Do keep your use of the Internet to a minimum as your work required
- Do check the validity of the information found.
- Do inform the I.T. Services immediately of any unusual occurrence.

DO NOT

1. Do not download text or images which contain material of a pornographic, racist or extreme political nature, or which incites violence, hatred or any illegal activity.
2. Do not download content from Internet sites unless it is work related.
3. Do not download software from the Internet and install it upon the Company's computer equipment.
4. Do not use the Company's computers to make unauthorised entry into any other computer or network.
5. Do not disrupt or interfere with other computers or network users, services, or equipment. Intentional disruption of the operation of computer systems and networks is a crime.
6. Do not represent yourself as another person.
7. Do not use Internet access to transmit confidential, political, obscene, threatening, or harassing materials.

Please note the following

All activity on the Internet is monitored and logged.

All material viewed is scanned for viruses.

All the content viewed is scanned for offensive material.

If you are in any doubt about an issue affecting Internet Access you should consult the I.T. Services Manager.

Any breach of the Company's Internet Access Policy may lead to disciplinary action.

Records

Emails and internet access logs

Effective Measures

No. of deviations with respect to above acceptable usage quarterly.