IT Acceptable Use Policy

1. Purpose

The purpose of this policy is to specify the acceptable use of information technology resources provided by [Company Name]. This policy is designed to protect employees and the organization from security, legal, and operational risks.

2. Scope

This policy applies to all employees, contractors, vendors, and guests who access or use [Company Name]'s IT resources.

3. Acceptable Use

1. IT resources are to be used primarily for business-related purposes.
2. Users must respect the rights and privacy of others when using IT resources.
3. All activities should comply with applicable laws, regulations, and company policies.
4. Limited personal use is permitted so long as it does not interfere with work or consume significant resources.

4. Unacceptable Use

- Unauthorized sharing, copying, or distribution of copyrighted material.
- Accessing, creating, or sharing offensive or inappropriate content.
- Attempting to bypass security controls or gain unauthorized access.
- Downloading or installing unapproved software or applications.
- Engaging in activities that could harm the network, systems, or data.

5. Security Responsibilities

1. Keep passwords confidential and do not share them with others.
2. Report suspicious emails, phishing attempts, or potential security incidents immediately.
3. Protect devices from theft and unauthorized access.

6. Enforcement

Violation of this policy may result in disciplinary action, up to and including termination of employment and/or legal action.

7. Acknowledgement

All users of [Company Name]'s IT resources are required to review and acknowledge this policy.

Document Owner: [IT Department]

Effective Date: [MM/DD/YYYY]

Last Reviewed: [MM/DD/YYYY]