

## IT Acceptable Use Policy

### Purpose

The information technology and telecommunications facilities of [Company X] are provided to support the business activities of the organization. These facilities include all computing and communication equipment, software, services, data and dedicated building space used in connection with information technology, which is owned by, leased by or used under license or agreement by [Company X].

The purpose of the policy is to ensure that these facilities are used appropriately and that [Company X] is protected from damage or liability resulting from the unlawful or inappropriate use of its IT facilities.

### Scope

This Policy applies to all users of [Company X] IT facilities as well as persons or parties using computing equipment or any other device that connects to [Company X] IT facilities irrespective of their location or purpose.

### Guidelines for Acceptable Use

1. IT facilities are provided to support the business activities of [Company X].
2. IT facilities [are not provided for/ are provided for limited] personal use unless specifically stated otherwise in these guidelines.
3. Users of [Company X] IT facilities must comply with the organization's requirements for acceptable use. Specific activities that constitute unacceptable use include but are not limited to:
  - a. deliberate, unauthorized corruption or destruction of IT facilities (including deliberate introduction or propagation of computer viruses)
  - b. deliberate, unauthorised access to IT facilities
  - c. unauthorized use of data or information obtained from the use of IT facilities
  - d. use of IT facilities to access, create, transmit or solicit material which is obscene, defamatory, discriminatory in nature, or likely to cause distress to some individuals or cultures
  - e. transmission or use of material which infringes copyright held by [Company X] or any third party
  - f. violation of software licensing agreements
  - g. use of IT facilities to transmit unsolicited commercial or advertising material
  - h. deliberate impersonation of another individual by the use of their login credentials, e-mail address or other means