

# Implementing an Internet Acceptable Use Policy

## What is an IAUP?

Technically, an IAUP, or Internet Acceptable Use Policy, is a written agreement, between employer and employee, whose intent is to identify permissible workplace uses of the Internet and prohibited workplace uses of the Internet. More simply, it is a basic set of ground rules for your employees' use of the Internet.

## Why Does My Company Need an IAUP?

The Internet is a boundless source of detailed, current information that can enhance employee productivity. The Internet also allows access to a vast amount of purely entertainment-related features. Providing access to the Internet carries the same potential for productivity drain as placing a television on every employee's desk.

It is not surprising then, that loss of productivity is the number one reason companies cite for creating an IAUP.

Another important reason for many companies is to protect themselves from sexual harassment suits. Many Internet sites offer unrestricted access to pictures, video, sound, and text that is sexually oriented. If such material is brought into the workplace, it creates the possibility for a hostile work environment, thereby presenting a potential risk of exposure to the employer under federal or state laws against sexual discrimination.

## Financial and Technological Reasons for Implementing an IAUP

Restricting use of the Internet to work-related matters serves to prevent a drain on limited computer resources caused by frivolous use. Access to the Internet costs businesses money, either in fees to Internet Service Providers, or in hardware costs necessary to accommodate increased network traffic and data storage.

An employee's inappropriate use may negatively affect other employees' speed of access or storage space for work product. An IAUP can guide employees concerning the use of storage space and bandwidth on the system in order to maximize utility to all employees. Examples of restrictions serving this interest would be directives against downloading music, games or other non-work related files, restrictions on downloading large files that can be obtained offline, and instructions to move old or seldom used files, programs or E-mail to alternative storage.

## Using an IAUP to Protect Sensitive and Confidential Company Information

Employers typically have sensitive data on their computer systems -- company plans, customer demographic data, or product designs may need a clause in their IAUP concerning trade secrets. It should be made clear to employees that under no circumstances should proprietary company information be passed though the Internet, or that such material be encrypted if transmitted over the Internet.

Employers should institute guidelines that prohibit illegal use of the Internet in general. A directive that employees take care not to violate copyright laws should be included in every IAUP. Gambling via the Internet may also be a concern, and an IAUP should contain a prohibition against such activity not only because of its potentially adverse affect on productivity but also because the activity may be illegal.

## An Example of a Simple IAUP

Your Internet Acceptable Use Policy could be something as simple as:

1. XYZ Company recognizes the business need for some, if not all of its employees to have access to the Internet while on the job, using company computers. As such, XYZ has made the business decision to make the Internet available to employees for XYZ business purposes.
2. XYZ intends for the Internet to be accessed for business purposes and expects that employees will spend no more than 5 minutes per day accessing the Internet for non-business purposes.
3. XYZ specifically prohibits its employees from accessing the following types of sites using company computers:
  - a. Gambling sites
  - b. Auction sites
  - c. Hate sites
  - d. Pornographic sites
  - e. Any site engaging in or encouraging illegal activity
4. The company reserves the right to use monitoring software to make sure the company's IAUP is being adhered to by its employees. The company may record and/or monitor one or more employees' computer and Internet activity for any reason and without any specific notice.
5. By signing and dating this document:
  - a. You agree that you have had the opportunity to review this agreement and ask any questions regarding this document.
  - b. You agree to adhere to the company's IAUP.
  - c. You agree that you will be subject to disciplinary measures, including possible termination, if you violate the IAUP.

### Acknowledgement of Receipt and Understanding

I hereby certify that I have read and fully understand the contents of the Electronic Access Policy. I acknowledge that the Company reserves the right to modify or amend its policies at any time, without prior notice. These policies do not create any promises or contractual obligations between this Company and its employees. My signature below certifies my knowledge, acceptance and adherence to the Company's policies, rules, regulations and procedures regarding Electronic Access.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

The above example does not deal with Email Policies and Procedures or a number of other matters, so we are providing an example of a detailed IAUP that addresses these issues. (continue...)

## Sample of a Detailed Internet Acceptable Use Policy

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### ELECTRONIC ACCESS POLICY

#### I. GENERAL

The Company provides some, if not all, employees with electronic access, consisting of an e-mail system, a network connection, and Internet/Intranet access. This policy governs all use of the Company's network, Internet/Intranet access, and e-mail system at all Company locations and offices. This policy includes, but is not limited to, electronic mail, chat rooms, the Internet, news groups, electronic bulletin boards, the Company's Intranet and all other Company electronic messaging systems.

#### EMAIL

#### II. E-MAIL POLICIES AND PROCEDURES

The Company's e-mail system is designed to improve service to our customers, enhance internal communications, and reduce paperwork. Employees using the Company's e-mail system must adhere to the following policies and procedures:

- The Company's e-mail system, network, and Internet/Intranet access are intended for business-use only. Employees may access e-mail and the Internet for personal use only during non-working hours, and strictly in compliance with

# Implementing an Internet Acceptable Use Policy *(continued)*

the terms of this policy.

- \* All information created, sent, or received via the Company's e-mail system, network, Internet, or Intranet, including all e-mail messages and electronic files, is the property of the Company. Employees should have no expectation of privacy regarding this information. The Company reserves the right to access, read, review, monitor, copy all messages and files on its computer system at any time and without notice. When deemed necessary, the Company reserves the right to disclose text or images to law enforcement agencies or other third parties without the employee's consent.

\*Initials: \_\_\_\_\_

- Use extreme caution to ensure that the correct e-mail address is used for the intended recipient(s).
- Any message or file sent via e-mail must have the employee's name attached.
- Personal e-mail accounts are not permitted unless expressly authorized in advance by the Company's Chief Information Officer.
- Alternate Internet Service Provider connections to the Company's internal network are not permitted unless expressly authorized by the Company and properly protected by a firewall or other appropriate security device(s) and/or software.
- Confidential information should not be sent via e-mail unless encrypted by Company approved encryption software and according to established Company procedure in affect at the time of transmittal. This includes the transmission of customer financial information, Social Security numbers, employee health records, or other confidential material.
- Employees must provide the System Administrator and/or Chief Information Officer with all passwords.
- Only authorized management personnel are permitted to access another person's e-mail without consent.
- Employees should exercise sound judgment when distributing messages. Client-related messages should be carefully guarded and protected. Employees must also abide by copyright laws, ethics rules, and other applicable laws.
- E-mail messages must contain professional and appropriate language at all times. Employees are prohibited from sending abusive, harassing, intimidating, threatening, and discriminatory or otherwise offensive messages via email. Sending abusive, harassing, intimidating, threatening, discriminatory, or otherwise offensive messages via e-mail will result in disciplinary action up to and including termination.
- E-mail usage must conform to the Company's harassment and discrimination policies.
- Use of the Company's e-mail system to solicit for any purpose, personal or otherwise, without the consent of the Company is strictly prohibited.
- Chain messages and executable graphics and/or programs should be deleted. Any employee engaging in the transmission of inappropriate e-mails, as determined by management, will be subject to disciplinary action, up to and including termination.
- Employees should archive messages to prevent them from being automatically deleted. All messages archived in the Company's computer system shall be deemed Company property, as is all information on the Company's systems. Employees are responsible for knowing the Company's e-mail retention policies.
- Misuse and/or abuse of electronic access, including but not limited to, personal use during working hours, copying or downloading copyrighted materials, visiting pornographic sites or sending abusive e-mail messages will result in disciplinary action, up to and including termination.

Violation of any of these policies will subject an employee to disciplinary action, up to and including termination.

## **NETWORK AND INTERNET POLICY**

### **III. PERSONAL RESPONSIBILITY**

By accepting an account password, related information, and accessing the Company's Network or Internet system, an employee agrees to adhere to the Company policies regarding their use. You also agree to report any misuse or policy violation(s) to your supervisor or the Company's Chief Information Officer.

### **IV. PERMITTED USE AND TERM**

Use of the Network and the Internet is a privilege, not a right. Use of Network and Internet access extends throughout an employee's term of employment, providing the employee does not violate the Company's policies regarding Network, Internet or Intranet use.

### **V. AVAILABILITY AND ACCESS**

The Company reserves the right to suspend access at any time, without notice, for technical reasons, possible policy violations, security or other concerns.

### **VI. CONTENT AND COMMUNICATIONS**

The Company, at its sole discretion, will determine what materials, files, information, software, communications, and other content and/or activity will be permitted or prohibited.

### **VII. PRIVACY**

\* Network and Internet access is provided as a tool for our organization's business. The Company reserves the right to monitor, inspect, copy, review, and store at any time, without prior notice, any and all usage of the Network and the Internet, as well as any and all materials, files, information, software, communications, and other content transmitted, received or stored in connection with this usage. All such information, content, and files are the property of the Company. An employee should have no expectation of privacy regarding them. Network administrators may review files and intercept communications for any reason, including but not limited to maintaining system integrity and ensuring employees are using the system consistently with this Policy.

Initials: \_\_\_\_\_

### **VIII. DOWNLOADED FILES**

Files are not to be downloaded from the Internet without the prior authorization of management. Any files authorized for download from the Internet must be scanned with virus detection software before being opened. Employees are reminded that information obtained from the Internet is not always reliable and should be verified for accuracy before use.

### **IX. CONFIDENTIAL INFORMATION**

Employees may have access to confidential information about the Company, other employees and clients. With the approval of management, employees may use e-mail to communicate confidential information internally to those with a need to know. Such e-mail must be marked "Confidential." For purposes of this policy, confidential information includes, but is not limited to:

- (a) Procedures for computer access and passwords of the Company's clients and customers, program manuals, user manuals, or other documentation, run books, screen, file, or database layouts, systems flowcharts, and all documentation normally related to the design or implementation of any computer programs developed by the Company relating to computer programs or systems installed either for customers or for internal use;
- (b) Lists of present clients and customers and the names of individuals at each client or customer location with whom the Company deals, the type of equipment or computer software they purchase or use, and information relating to those clients and customers which has been given to the Company by them or developed by the Company, relating to computer programs or systems installed;
- (c) Lists of or information about personnel seeking employment with or who are employed by the Company;
- (d) Prospect lists for actual or potential clients and customers of the Company and contact persons at such actual or potential clients and customers;
- (e) Any other information relating to the Company's research, development, inventions, purchasing, engineering, marketing, merchandising, and selling.

## **X. PROHIBITED ACTIVITIES**

Employees are prohibited from using the Company's e-mail system, network, or Internet/Intranet access for the following activities:

- Downloading software without the prior written approval of the Company's Chief Information Officer.
- Printing or distributing copyrighted materials. This includes, but is not limited to, software, articles and graphics protected by copyright.
- Using software that is not licensed by the manufacturer or approved by the Company.
- Sending, printing, or otherwise disseminating the Company's proprietary data, or any other information deemed confidential by the Company, to unauthorized persons.
- Operating a business, soliciting money for personal gain or otherwise engaging in commercial activity outside the scope of employment.
- Searching for outside employment.
- Making offensive or harassing statements based on race, color, religion, national origin, veteran status, ancestry, disability, age, sex, or sexual orientation.
- Sending or forwarding messages containing defamatory, obscene, offensive, or harassing statements. An employee should notify their supervisor and/or Human Resource manager immediately upon receiving such a message. This type of message should not be forwarded.
- Sending or forwarding a message that discloses personal information without Company authorization. This shall also include accessing, transmitting, receiving, or seeking confidential information about clients or fellow employees without authorization.
- Sending ethnic, sexual-preference or gender-related slurs and/or jokes via e-mail. "Jokes", which often contain objectionable material, are easily misconstrued when communicated electronically.
- Sending or soliciting sexually oriented messages or images.
- Attempting to access or visit sites featuring pornography, terrorism, espionage, theft, or drugs.
- Gambling or engaging in any other criminal activity in violation of local, state, or federal law.
- Engaging in unethical activities or content.
- Participating in activities, including the preparation or dissemination of content, which could damage the Company's professional image, reputation and/or financial stability.

- Permitting or granting use of an email or system account to another employee or persons outside the Company. Permitting another person to use an account or password to access the Network or the Internet, including, but not limited to, someone whose access has been denied or terminated, is a violation of this policy.
- Using another employee's password or impersonating another person while communicating or accessing the Network or Internet.
- Introducing a virus, harmful component, corrupted data or the malicious tampering with any of the Company's computer systems

## **XI. COMPUTER EQUIPMENT**

The following policies are designed to reduce repair costs, maintain the integrity of our system and protect the Company's assets. Employees should adhere to the following:

- Do not keep liquids or magnets on or near the computer.
- Do not remove any computer from the building without written permission from management.
- Do not transport disks back and forth between home and office. This will help minimize exposure to viruses.

## **XII. COMPLIANCE**

Though each individual is responsible for his/her own actions, management personnel are responsible for ensuring employee compliance with Company policy.

Any employee aware of a policy violation should immediately report the violation to their supervisor, the Company's Chief Information Officer and/or the Human Resource manager.

Employees who violate this policy and/or use the Company's e-mail system, network, Internet, or Intranet access for improper purposes will be subject to disciplinary action, up to and including termination.

## **XIII. NONCOMPLIANCE**

Violation of these policies will result in disciplinary action up to and including termination.

## **SOFTWARE USAGE POLICY**

### **XIV. SOFTWARE USAGE POLICIES AND PROCEDURES**

Software piracy is both a crime and a violation of the Company's Software Usage Policy.

Employees are to use software strictly in accordance with its license agreement. Unless otherwise provided in the license, the duplication of copyrighted software (except for backup and archival purposes by designated managerial personnel) is a violation of copyright law. In addition to being in violation of the law, unauthorized duplication of software is contrary to the Company's standards of employee conduct.

To ensure compliance with software license agreements and the Company's Software Usage Policy, employees must adhere to the following:

1. Employees must use software in accordance with the manufacturer's license agreements and the Company's Software Usage Policy. The Company licenses the use of computer software from a variety of outside companies. The Company does not own the copyright to software licensed from other companies. Employees acknowledge they do not own software or its related documentation. Employees may not make additional copies of software, unless expressly authorized by the software publisher. The only exception will be a single copy, as authorized by designated managerial

# Implementing an Internet Acceptable Use Policy *(continued)*

personnel, for backup or archival purposes.

2. The Company does not condone and prohibits the unauthorized duplication of software. Employees illegally reproducing software will be subject to disciplinary action. In addition, employees illegally reproducing software may be subject to civil and criminal penalties including fines and imprisonment.

NOTE: Unauthorized reproduction of software is a federal offense under US and Canadian copyright laws. In the United States, violators may be subject to civil damages in amounts up to \$150,000 per title copied. Criminal penalties include fines as high as \$250,000 per software title copied, and imprisonment of up to 5 years.

3. Any employee who knowingly makes, acquires, or uses unauthorized copies of computer software licensed to the Company, or who places or uses unauthorized software on the Company's premises or equipment shall be subject to disciplinary action, up to and including termination.

4. Employees are not permitted to install their personal software onto the Company's computer system. Employees are not permitted to copy software from the Company's computer system for installation on home or other computers without prior authorization.

5. In cases that require an employee to use software at home, the Company will purchase an additional copy or license. Any employee issued additional copy(s) of software for home use acknowledges that such additional copy(s) or license(s) purchased for home use are the property of the Company. Employees who are required to use software at home should consult with the Chief Information Officer or Systems Administrator to determine if appropriate licenses allow for home use.

6. Employees are prohibited from giving software or fonts to clients, customers, vendors, and other persons not in the employ of the Company. Under no circumstances will the Company use software from an unauthorized source, including, but not limited to, the Internet, home, friends and/or colleagues.

7. Employees who suspect or become aware of software misuse are required to notify their supervisor, Chief Information Officer, Human Resources manager, or department manager.

8. All software used on Company-owned computers will be purchased through appropriate procedures. Consult your supervisor, Chief Information Officer, Human Resources manager or department manager for proper procedures.

## **XV. Electronic Access Policy**

### **Acknowledgement of Receipt and Understanding**

I hereby certify that I have read and fully understand the contents of the Electronic Access Policy. Furthermore, I have been given the opportunity to discuss any information contained therein or any concerns that I may have. I understand that my employment and continued employment is based in part upon my willingness to abide by and follow the Company's policies, rules, regulations and procedures. I acknowledge that the Company reserves the right to modify or amend its policies at any time, without prior notice. These policies do not create any promises or contractual obligations between this Company and its employees. My signature below certifies my knowledge, acceptance and adherence to the Company's policies, rules, regulations and procedures regarding Electronic Access.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

## Presented by:



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## Company Profile

SpectorSoft develops, markets and supports PC/Internet monitoring and surveillance products for business, education, government and general home users.

Recognizing that corporations, schools and families need to know how people are using their PCs and what they are doing on the Internet, SpectorSoft was founded to provide the first useful and intuitive recording and playback products for Windows-based PCs.

SpectorSoft has received major write-ups in:

- Time Magazine
- Business Week
- The New York Times
- ABC World News Tonight
- CNN
- Newsweek
- The Wall Street Journal
- The Washington Post
- NBC Nightly News
- MSNBC

In addition, our products have received thousands of accolades from the most important group: our customers.

Our company mission is a simple one: to provide truly useful Internet tools for employers, educators, government offices and parents concerned about inappropriate use of the web, to make these tools powerful, yet simple to use, and to provide these tools at an affordable price, backed by top-notch support - seven days a week.