## **Computer use policy template**

[Organization Name]

Computer Use Policy

### **Scope**

This policy applies to all [Organization Name] employees, contractors, interns, and any other individuals who use our organization's technology. It covers all devices and networks owned or managed by [Organization Name].

### **Brief & purpose**

The purpose of this policy is to protect both the organization's assets and the privacy of its employees. It aims to promote productivity, maintain employee privacy, and prevent unauthorized access to company devices and networks.

### **Acceptable uses**

* Employees are allowed to use company devices and networks for work-related purposes only.
* Internet access is permitted for work-related activities, but employees must avoid excessive personal use.
* Email communication should be used primarily for work-related messages. Personal emails should be kept to a minimum.
* Employees can install software that is approved by the IT department.
* Remote access to company networks is allowed with prior authorization from the IT department.

### **Restrictions**

* Passwords must meet the following requirements: at least 12 characters long, contain uppercase and lowercase letters, numbers, and symbols, and be changed every 60 days.
* Data must be encrypted when transferred outside the organization's network.
* Employees must not download or install software without permission from the IT department.
* The organization reserves the right to monitor internet usage and email communication.
* Employees must report any security incidents or suspicious activity to the IT department immediately.

### **Consequences**

* Violations of this policy may result in disciplinary action, up to and including termination of employment.
* Any employee found to have downloaded or installed malicious software will be subject to disciplinary action.
* Unauthorized disclosure of confidential information will result in legal action.

### **Procedures for reporting violations**

* Employees should report any violations of this policy to their supervisor or the IT department.
* All reports will be investigated promptly and fairly.
* Confidentiality will be maintained throughout the investigation process.

*Disclaimer: This* [*policy template*](https://resources.workable.com/company-policies) *is meant to provide general guidelines and should be used as a reference. It may not take into account all relevant local, state or federal laws and is not a legal document. Neither the author nor* [*Workable*](https://workable.com/) *will assume any legal liability that may arise from the use of this policy.*