

INFORMATION TECHNOLOGY POLICY TEMPLATE

Company Name: _____

Version: _____

1. Purpose

This Information Technology Policy establishes the rules and guidelines for the acceptable use, security, and management of information technology resources within the Company to ensure the integrity, confidentiality, and availability of data and IT assets, in compliance with United States law and applicable regulations.

2. Scope

This policy applies to all employees, contractors, consultants, temporaries, and other workers at the Company, including all personnel affiliated with third parties utilizing or accessing the Company's IT resources and data.

3. Acceptable Use

IT resources shall be used primarily for business-related purposes in accordance with Company objectives. Limited personal use is permitted if it does not interfere with work responsibilities, violate any laws, or compromise the security or integrity of IT systems.

4. Prohibited Activities

Users must not engage in activities including, but not limited to: unauthorized access or disclosure of Company or third-party data; introduction of malicious software; circumvention of security controls; unauthorized copying or distribution of software or data; use of IT resources for illegal or unethical purposes; viewing, downloading, or distributing offensive or inappropriate material; and any other activities that violate Company policies or applicable laws.

5. Data Security and Confidentiality

All users must protect Company data and information systems by using strong passwords, following access control protocols, and reporting any security incidents or breaches immediately to the IT department. Confidential information must not be shared with unauthorized persons inside or outside the Company.

6. Password Policy

Passwords must be complex, private, and changed regularly. Sharing passwords or using others' credentials is strictly prohibited. Users should not write down passwords or store them insecurely.

7. Software and Hardware

Only authorized software and hardware approved by the IT department may be installed or connected to Company systems. Unauthorized software installation or hardware connections are prohibited.

8. Email and Communication

Company email and communication tools must be used responsibly and professionally. Users should not send harassing, discriminatory, or inappropriate messages. All communications are subject to monitoring for compliance with Company policies.

9. Internet Usage

Internet access is provided for business purposes. Accessing inappropriate websites, downloading unauthorized files, or engaging in activities that jeopardize IT security is prohibited.

10. Mobile Devices and Remote Access

Users accessing Company IT resources remotely or via mobile devices must comply with all applicable security policies, including use of VPNs, encryption, and device security controls.

11. Incident Reporting

All actual or suspected security incidents, including data breaches or policy violations, must be reported immediately to the IT security team for investigation and remediation.

12. Monitoring and Privacy

The Company reserves the right to monitor all use of its IT resources to ensure compliance with this policy, consistent with applicable laws and regulations.

13. Compliance

Failure to comply with this policy may result in disciplinary action, up to and including termination, as well as legal action where applicable.

14. Policy Review and Updates

This policy will be reviewed periodically and updated as necessary to reflect changes in legal, technological, and business environments.

EMPLOYEE ACKNOWLEDGEMENT

MANAGER APPROVAL

Signature: _____

Signature: _____

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