

# Acceptable Use Policy (AUP) for IT Resources

Document Version: [Insert Version] | Date: [Insert Date]

## 1. Purpose

This Acceptable Use Policy ("AUP") establishes guidelines for the use of [Organization Name]'s information technology (IT) resources to ensure their appropriate, lawful, and productive use.

## 2. Scope

This policy applies to all users, including but not limited to employees, contractors, volunteers, and third parties, who access or use the organization's IT resources.

## 3. Policy

### 3.1 Acceptable Use

- IT resources should be used primarily for organizational and work-related purposes.
- Users must follow all applicable laws, regulations, and organizational policies.
- Protect the confidentiality, integrity, and availability of IT resources.

### 3.2 Unacceptable Use

- Unauthorized access to systems, data, or accounts.
- Use of IT resources for illegal, fraudulent, or malicious activities.
- Distribution of offensive, harassing, or obscene material.
- Introduction of malware, viruses, or unlicensed software.
- Sharing login credentials or bypassing security controls.

## 4. Monitoring

[Organization Name] may monitor use of IT resources as permitted by law to ensure compliance with this policy.

## 5. Enforcement

Violations of this policy may result in disciplinary action, up to and including termination of access or employment and possible legal action.

## 6. Policy Review and Updates

This policy may be reviewed and updated from time to time. Users will be notified of significant changes.

Approval: [Name, Title] | Date: [Approval Date]