

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]