## Acceptable use policy template

Acceptable use policies may differ from company to company. Here's a template based on a hypothetical software company, called TechNova.

This Acceptable Use Policy (AUP) outlines the acceptable use of computing resources at TechNova Solutions. All employees, contractors, and affiliates are required to follow this policy when accessing and using TechNova's network and IT resources.

### Brief & purpose

The purpose of this AUP is to ensure the security, reliability, and privacy of TechNova's IT resources and users' data.

### Scope

This policy applies to all users accessing TechNova's IT resources, including but not limited to employees, contractors, visitors, and external partners.

### Acceptable use

Users must use TechNova's IT resources for business-related purposes only.

Personal use is permissible as long as it does not interfere with company operations or productivity.

### Prohibited use

Users must not engage in illegal activities.

Users must not access, upload, or distribute offensive, threatening, or harmful content.

Users must not use IT resources for unauthorized commercial activities.

### System and network activities

Users must not attempt to access data or accounts for which they do not have authorization.

Users must not introduce malicious software into the network.

Users must not perform any action that compromises the performance or security of IT resources.

### Email and communication activities

Users must not send unsolicited email messages or spam.

Users must not engage in any form of harassment via email or other communication means.

### Software and intellectual property

Users must respect all copyright and licensing agreements.

Users must not download, install, or use unauthorized software.

### Confidentiality

Users must protect sensitive and confidential information.

Users must not disclose confidential information without proper authorization.

### Enforcement

Any user found to have violated this policy may be subject to disciplinary action, up to and including termination of employment and legal action.

### Review and revision

This AUP will be reviewed annually and may be revised as deemed necessary by TechNova's IT department.

### Agreement

By accessing and using TechNova's IT resources, you agree to comply with this AUP and all other related policies.

*Disclaimer: This template 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 will assume any legal liability that may arise from the use of this policy.*