



## **Acceptable Use Policy**

Use of the internet by employees of SPARK I/T Services is permitted and encouraged where such use supports the goals and objectives of the business. However, SPARK I/T Services has a policy for the use of the internet whereby employees must ensure that they:

- Comply with the current Acceptable Use Policy;
- Use the internet in an acceptable way; and
- Do not create unnecessary business risk to SPARK I/T Services by their misuse of the internet.

## **Unacceptable Uses**

In particular the following is deemed unacceptable use or behavior by employees:

- Visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material;
- Using the computer to perpetrate any form of fraud, or software, film or music piracy;
- Downloading commercial software or any copyrighted material belonging to third parties, unless the download is covered or permitted under a commercial agreement or other such license;
- Hacking into unauthorized areas;
- Publishing defamatory and/or knowingly false material about SPARK I/T Services, your colleagues and/or our customers on social networking sites, blogs and any online publishing format;
- Revealing confidential information about SPARK I/T Services in a personal online posting, upload or transmission - including financial information and information relating to our customers, business plans, policies, staff and/or internal discussions;
- Undertaking deliberate activities that waste staff effort or network resources; and
- Introducing any form of malicious software into the network.

## **Sanctions**

Where it is believed that an employee has failed to comply with this policy, he or she will face disciplinary procedure. If the employee is found to have breached the policy, he or she will face a disciplinary penalty ranging from a verbal warning to dismissal. The actual penalty applied will depend on factors such as the seriousness of the breach and the employee's disciplinary record.

## **Agreement**



All company employees, contractors or temporary staff who have been granted internet access are required to sign this Acceptable Use Policy confirming their understanding and acceptance of this policy.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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