

Internet Acceptable Use Policy

For

SHAKUMBHARI ENTERPRISES

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Internet Acceptable Use Policy

User Responsibilities:

These guidelines are intended to help SHAKUMBHARI ENTERPRISES employees to make the best use of the Internet resources at their disposal. Employees should understand the following.

1. The Organisation provides Internet access to staff to assist them in carrying out their duties for the Company. It is envisaged that it will be used to lookup details about suppliers, products, to access government information and other statutory information. It should not be used for personal reasons.
2. You may only access the Internet by using the Organisation's content scanning software, firewall and router.
3. You may only access the Internet after you have been authorised to do so by your department manager and subsequently by General Manager -IT in writing.

When using the Organisation's Internet access facilities you should comply with the following guidelines.

DO

4. Do keep your use of the Internet to a minimum. The main usage of Internet in SHAKUMBHARI ENTERPRISES is for downloading/ sending the official mails.
5. Do check that any information you access on the Internet is accurate, complete and current.
6. Do check the validity of the information found.
7. Do respect the legal protections to data and software provided by copyright and licenses.
8. Do inform the SHAKUMBHARI ENTERPRISES-IT Department immediately of any unusual occurrence.

DO NOT:

9. Do not download text or images which contain material of a pornographic, racist or extreme political nature, or which incites violence, hatred or any illegal activity.
10. Do not download content from Internet sites unless it is work related. Do not visit to non permitted sites.
11. Do not download software from the Internet and install it upon the Organisation's computer equipment.

12. Do not use the Organisation's computers to make unauthorised entry into any other computer or network.
13. Do not disrupt or interfere with other computers or network users, services, or equipment. Intentional disruption of the operation of computer systems and networks is a crime under the Computer Misuse Act 1990.
14. Do not represent yourself as another person on internet.
15. Do not use Internet access to transmit confidential, political, obscene, threatening, or harassing materials.
16. No chatting software like yahoo messenger/MSN messenger/any other chatting software is permitted to be used in any of the SHAKUMBHARI ENTERPRISES premises.

Please note the following:

- All activity on the Internet is monitored and logged. All the logs of seen websites are checked by Authorised IT persons.
- The Internet access will be provided to all for accessing their business emails or accessing the relevant sites only; Management and support functions are excluded from this list.

If you are in any doubt about an issue affecting Internet Access you should consult the IT Department.

Any breach of the Organisation's Internet Acceptable Use Policy may lead to disciplinary action or even termination of services.