Acceptable Use Policy

Presented by JTT IT Security Department

What we will cover

- PURPOSE & SCOPE
- TECHNOLOGY USE POLICY
  - Employee Accounts
  - Company Assets
  - Company Networks
  - All Electronic Communications
- NON-COMPLIANCE
- QUESTIONS AND CONTACT

Purpose & Scope

- "The purpose of this policy is to create a clear understanding throughout Just the Tech (herein "JTT") acceptable and unacceptable use of technology and network devices. This policy reflects the established legal, ethical, open, and honest culture."

  (From Purpose of the Policy)

- "JTT recognizes potential unacceptable uses in: (1) Information Assets, (2) Devices, (3) Networks, and (4) Electronic Communications."

  (From Scope)

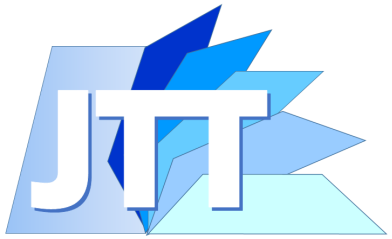
Technology Use Policy

- GENERAL REQUIREMENTS
- EMPLOYEE ACCOUNTS
- COMPANY ASSETS
- COMPANY NETWORKS
- ALL ELECTRONIC COMMUNICATIONS

General Requirements

- "All employees are responsible for exercising **good judgment** regarding appropriate use of JTT's resources in accordance with company policies, standards, and guidelines. These resources may not be used for any unlawful or prohibited purpose."

- "Devices that interfere with other devices or users on JTT's network will be **disconnected**. In addition, blocking authorized audit scans is prohibited. Firewalls and other blocking technologies must permit access to the scan sources."



Employee Accounts

- Password Composition:
  - An Uppercase character
  - A Lowercase character
  - A Digit
  - Non-alphanumeric characters
  - Minimum of 10 characters
- Password Security
  - Employees may not share their passwords with anyone under any circumstance.
  - Keep it secret, keep it safe!

Employee Accounts

- Employee Use of JTT information
  - "JTT's information is owned by the organization and can only be used for projects to benefit the organization's interest. Employees are considered stewards who must protect and supervise the use of this information in order to benefit the company." (From Policy Placement, Accounts, Section #3)
  - If an employee's leave exceeds 14 consecutive days, that employee's user rights shall be revoked for employee and company security.

Company Assets

- Employees are responsible for the protection of JTT's assets. Several physical and digital security measures have been implemented, but it is **your responsibility** to use company assets responsibly.
- Report any missing or stolen company assets to JTT's IT Department immediately!
- Third-party software installation will be unauthorized and blocked. Only the IT department will be able to update or install programs.
- Do not leave workstations for any period of time WITHOUT logging out or locking the computer. Any observed violation of this shall be reported and addressed accordingly.

Company Networks

- Company Networks:
  - Are to be used solely for company purposes; engaging in cybercrime or violating DMCA and/or other laws (Federal or otherwise) is prohibited and will be prosecuted
  - Employees cannot infringe upon copyright laws such as duplicating or transmitting copyrighted files (music, software, etc.)
  - Employees cannot purposely introduce viruses, worms, spyware, or any other malicious codes

Electronic Communications

- Electronic Communications
  - JTT Communication (email, office phones, etc) may not be used for non-business related activities.
  - Employees are prohibited from “spoofing” or forging the identity of another entity
  - Do not misrepresent JTT or its affiliates in any way through personal communications.

Non-Compliance

- Consequences
  - “Any employee found violating this policy will be subjected to investigation by JTT’s Information Technology Security department. Depending on the severity, impact, and timeframe of the violation, the JTT affiliate (employee, contractor, temp, etc.) may **face suspension and/or employment termination**.

(From Consequences for Non-Compliance)

Questions and Contact

- If there are any questions or concerns regarding this policy, please contact the JTT IT Security Team at **Extension 1-1337**
- If you wish to report any suspicious or illegal activities, please call JTT's anonymous tip line at **1-877-264-6272**

We greatly appreciate your understanding and cooperation!