We Care Auto Insurance
Policy Library

Computer Systems Acceptable Use

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Acceptable Use Policy for We Care Auto Insurance

Policy Scope

We Care Auto Insurance information technology is intended to facilitate communication among and between company personnel and other parties involved in the conduct of company business. We Care Auto Insurance is committed to protecting its people and technology infrastructure from the increasing risks of damaging or illegal actions by individuals, conducted either knowingly or unknowingly.

The purpose of this procedure is to outline the acceptable use of computer systems and network resources at We Care Auto Insurance. Inappropriate use of information technology assets exposes We Care Auto Insurance to unnecessary risks including business disruptions, exposure of corporate or private information, compromise or misuse of data, as well as potential legal or public relations concerns.

The Policy Applies To

This procedure applies to all employees, contingent employees, vendors/consultants, and other people authorized to use or access We Care Auto Insurance’s computer systems and/or networks (Users). This procedure applies to all information systems that are owned or leased by We Care Auto Insurance or connected to and operated from We Care Auto Insurance networks and facilities.

The Information Technology (IT) department is responsible for administering this policy.

General Use and Conditions

We Care Auto Insurance is the sole and exclusive owner of all computer systems and networks, as well as all information, data, and communications created with, saved on, or communicated through those systems or networks. We Care Auto Insurance reserves the right to monitor and audit the use of any and all We Care Auto Insurance computer systems, networks, applications, programs, data, communications, and the like for any reason.

We Care Auto Insurance maintains its computer systems and networks for the purpose of conducting its business. While incidental personal use is permitted, users are responsible for exercising good judgment regarding the reasonableness of personal use and should keep personal use to a minimum.

Information classification

Any information that is considered for “internal use only”, “confidential”, “classified”, or “proprietary” as defined by corporate policies, practice, and/or operating procedures must be appropriately identified and protected. Examples include: confidential/internal information relating to Company products; trade secrets; Company marketing, pricing
strategies, objectives and opportunities; Company internal procedures, forms, records, business plans, financial information, customer lists, employee lists; and Company arrangements with its employees, suppliers, and customers. Users must take all necessary steps to prevent unauthorized access to or distribution of this information, including the use of passwords and/or encryption when appropriate.

Prohibited System and Network Activities

The following activities are prohibited:

- Using We Care Auto Insurance computer systems and networks to engage in any activity that is illegal under local, state, federal or international laws.
- Using We Care Auto Insurance’s systems and/or networks to create, send, receive, view, or store any illegal, offensive, or disruptive data, information, communications, or other materials. This includes, but is not limited to, any data, information, communications, or other materials that contain sexual content, racial slurs, gender-specific comments, defamatory statements, or any other comment or messages that offensively address someone’s age, sexual orientation, disability, religious or political beliefs, ethnicity, national origin, disability, or any other category protected by applicable anti-discrimination laws, or is otherwise inconsistent with the company's Equal Employment Opportunity (EEO) and Anti-Harassment procedure.
- Using We Care Auto Insurance’s computer systems and networks in any capacity that would damage the We Care Auto Insurance name, affect access to IT systems, impact the confidentiality or integrity of We Care Auto Insurance data, cause damage to the We Care Auto Insurance IT infrastructure, or cause inconvenience to Users, employees, co-operators, or customers.
- Connecting any computer system, mobile computing, communications or storage device not owned by We Care Auto Insurance to any We Care Auto Insurance computer system or network. Only equipment purchased and provided via the We Care Auto Insurance IT department may be connected to other We Care Auto Insurance systems or networks. Equipment purchased or owned by other means may not be connected to We Care Auto Insurance systems or networks.
- Installing any unauthorized, unofficial or personally licensed software, applications, or utilities on to We Care Auto Insurance computer systems or networks without proper prior approval from the IT Department.
- With the exception of the official We Care Auto Insurance Virtual Private Network (VPN) infrastructure and approved remote administrations tools used by IT, utilizing any software or programs to access We Care Auto Insurance’s systems and networks.
- Users may not use or install software relating to instant messaging or SMS.
- Conducting activities associated with, or installing any software relating to illegal or illicit computer based activities, including but not limited to data intercept, denial of service, network/system monitoring, hacking, scanning, subversion of services, circumvention of network or computer system security controls, accessing of systems, accounts or
network resources without authority in a manual or automated capacity from, on or to any We Care Auto Insurance system or network.

- Participating in on-line gambling, interactive or other game playing, pyramid games, chain letters, or otherwise disabling or compromising the security of data or information contained on We Care Auto Insurance’s computer systems or networks.

- Introduction of malicious executable code, programs, scripts or other software on to computer systems, networks or servers (e.g., viruses, worms, Trojan horses, key loggers, spyware, etc.).

- Revealing or sharing any We Care Auto Insurance account or password, or allowing use of your accounts by others, unless addressing an issue with and requested to do so by the IT Department. Any exceptions require approval from line management and the account owner must document a list of any User who is authorized to use an account.

- Attempting to circumvent or modify the security settings on any corporate issued device is a violation of corporate policy. All mobile devices that store company information will require a password.

Acceptable uses of Email, Internet and Mobile Devices

- We Care Auto Insurance maintains its e-mail and internet systems for the purpose of conducting its business and permits only incidental personal use. The use of We Care Auto Insurance’s email or internet systems for any other purpose is unauthorized and a violation of company policy.

- There is no confidentiality with respect to any message sent or received through the company’s email or internet systems unless such confidentiality is specifically provided for by law. We Care Auto Insurance has the ability to monitor a User’s email and internet use. We Care Auto Insurance maintains the right to review, audit, intercept, access, and disclose all content viewed by Users, as well as all messages created, received, sent, or stored over the company’s email and internet systems. By using the company’s email and internet systems, Users recognize and consent to the foregoing rights of the company.

- Users may not transmit any company information that is considered “internal use only”, “confidential”, “classified”, or “proprietary” as defined by corporate policies, practice, and/or operating procedures to or from external personal email systems and services.

- Unauthorized use, forging, or impersonation of emails, email addresses, or email header information and/or sending of such emails from We Care Auto Insurance’s email system is prohibited.

- Users may not send unsolicited e-mail messages, including the sending of junk mail, chain letters, or advertising material through the company’s email system.

- We Care Auto Insurance’s email or internet systems should not be used to download music or video files that are not directly related to the business of We Care Auto.
Insurance, nor should any of these files be stored on We Care Auto Insurance’s computers, systems, or networks.

- Limited personal use of mobile devices is allowed. This includes loading pictures, movies, and music on company-owned devices. However, We Care Auto Insurance retains the ability to remotely wipe all data from a device, including personal data. For this reason, employees who choose to use a company device for personal reasons are responsible for the backup of all personal data. Personal use that results in additional cost to We Care Auto Insurance is also prohibited; this includes extraneous data transfer costs due to personal use, as well as paid applications. These costs will not be reimbursed by We Care Auto Insurance. Personal applications that access or store company data are not permitted. Lastly, any personal data or applications may not interfere with the business purpose of the company mobile device.

**Enforcement**

Violation of this or any other policy relating to We Care Auto Insurance’s computer systems and/or networks is a serious violation of company policy and may result in a user being denied access to We Care Auto Insurance’s computer systems or networks and/or discipline up to and including termination.
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