

Acceptable Use Policy for Information Technology Resources

1. Introduction

This Acceptable Use Policy ("AUP") outlines the conditions under which employees and other authorized users ("Users") may access and utilize the information technology resources ("Resources") of [Financial Institution Name]. These Resources include, but are not limited to, desktop and laptop computers, mobile devices, network access, software, and email. Accessing and using these Resources constitutes your acceptance of this AUP.

2. User Monitoring

All user activity on our network and Resources will be monitored for security purposes and to ensure compliance with this AUP and other policies. This monitoring may include logging keystrokes, website visits, email usage, file transfers, and other activities. By accessing the Resources, you consent to such monitoring.

3. Internet Access

Internet access is granted solely to perform job-related duties and is not a right. Access will be granted based on a User's specific role and responsibilities, and such access requires prior approval from the User's manager. Access may be revoked at any time, and attempts to circumvent access controls are strictly prohibited.

4. Email Usage

Email is provided for official business communication only. Personal use, including solicitation, political activity, or forwarding copyrighted material, is strictly prohibited. Users are responsible for maintaining the confidentiality and security of their email accounts.

5. Violation and Consequences

Violation of this AUP, including misuse of Resources, unauthorized access attempts, or data breaches, may result in disciplinary action, up to and including termination of employment. Additionally, violations may be reported to law enforcement, if necessary.

6. Disclaimer

This AUP is not intended to be an exhaustive list of all acceptable and unacceptable uses of Resources. [Financial Institution Name] reserves the right to amend this AUP at any time without prior notice. Users are obligated to stay updated on the AUP and its changes.

7. Contact

For any questions regarding this AUP, please contact the IT Security Department.

By accessing and using the Resources, you acknowledge that you have read and understood this AUP and agree to be bound by its terms and conditions.

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