

Email and Web Acceptable Usage Policies



- Establish comprehensive, **Written** Email & Web Acceptable Usage Policies
- **Formally Educate All** employees about risks and compliance
- Stress that the computer system is a **Business Tool**
- **Spell Out Exactly** how much personal use is acceptable
- Recap **All** employment policies
- Have **All** employees **Sign** and **Date** a copy of each policy
- Incorporate policies in new hire orientation materials & conduct **Formal Training**
- Address **Myths and Realities of Privacy**
- If management monitors Email and Web use, **Say So!**
- Establish **Data Security Policies** and procedures
- **Enforce** your Email and Web AUPs with MessageLabs best-of-breed policy-based technology solutions to monitor, filter, block and archive