



Internet, Email, Social Networking, Mobile Device, and Electronic Communication Policy

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Internet, Email, Social Networking, Mobile Device, and Electronic Communication Policy

Risks and Costs Associated with Email, Social Networking, Electronic Communication, and Mobile Devices

ENTERPRISE is faced with many risks and cost as it comes to depend more on the new technologies. This policy must be followed in order to minimize security risks and economic loss to ENTERPRISE. As new risks are identified these procedures will be updated. Some of the risks and costs that these procedures address are:

- ✦ The loss of general ENTERPRISE data and files.
- ✦ The disclosure to competitors of key financial data, sales contacts, suppliers, and strategies.
- ✦ The physical loss of a mobile device.
- ✦ The time to recover from the loss.
- ✦ The introduction of viruses and malware into the enterprise's computer base, when synchronizing mobile device in the office and on a home PC.
- ✦ Personnel <https://www.e-janco.com/SecurityAudit.html> business being conducted on enterprise equipment and systems

Appropriate use of Equipment

The E
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Storage Devices, telephones, video
orking on business objectives. This
quipment, including installing non-
p to and including termination. The
causes, outside organizations, or other

BYO

By adopting strategies that are flexible and scalable and taking advantage of new and upcoming security features, ENTERPRISE will be better-equipped to deal with incoming challenges to their security infrastructure posed by the use of employees' own devices.

- ✦ Follow the formal BYOD policies of ENTERPRISE
- ✦ Implement locking of the device after 5 minutes of inactivity
- ✦ Implement a remote wipe of the BYOD if the device is lost or stolen
- ✦ Limit the storage of sensitive and confidential information



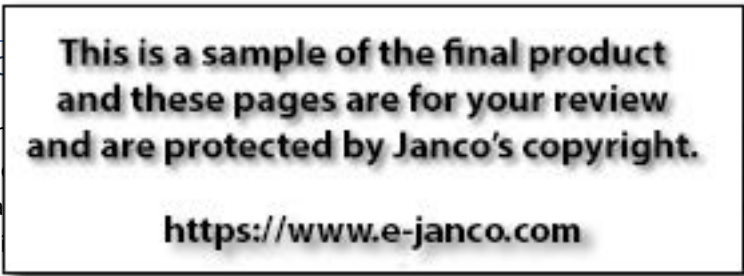
Regulations and Industry Impact

<i>Regulation</i>	<i>Industry Impacted</i>	<i>Retention Implications</i>	<i>Penalties</i>
Sarbanes-Oxley	All publically-traded companies	Audit records must be maintained for 7 years AFTER the audit	Fines up to \$5,000,000 & imprisonment up to 20 years
Section 17a-4	Financial Services	Email records must be kept for 3 years, trading records thru the end of the account plus 6 years	Case by case
HIPAA	Healthcare	Hospital records must be kept for 5 years, medical records for the life of the patient plus 2 years	Fines up to \$250,000 & imprisonment up to 10 years

Regulations and Industry Impact Table

Keys to Email Archiving

In the e-discovery and compliance context, it is unequivocally that e-mails and other electronic corporate or customer data that are archived from the standpoint of ensuring that critical information is preserved.



to demonstrate that the data contains critical information from the

There are four objectives that must be met. They are:

- ✚ **Discovery** - Information must be easy to access and consistently available in to meet legal discovery challenges from regulatory committees.
- ✚ **Legibility** - Information must have the ability to be read today and in the future, regardless of technology. When selecting archiving technology, companies should look for solutions that are based on open systems, in the event that their Email application should change. For example, if a company migrates from Microsoft Exchange to Lotus Notes, they must still be able to quickly access and read archived Emails.
- ✚ **Auditability** - An Email archiving solution must have the ability to allow third parties to review information and validate that it is authentic.
- ✚ **Authenticity** - Information must meet all security requirements, account for alteration, and provide an audit trail from origin to disposition. An audit trail can track any changes made to an Email.



Internet, Email, Social Networking, Mobile Device, and Electronic Communication Policy

Internet & Electronic Communication - Employee Acknowledgment Form

If you have questions or concerns about this Policy, contact the ENTERPRISE's CIO before signing this agreement¹.

I have read the ENTERPRISE's electronic communication and Internet Usage Policy and agree to abide by it. I understand the violation of any of the above terms may result in discipline, up to and including my termination.

Employee Name _____ ID Number _____

Job Title _____ Location _____

Do you need internet or computer training?

- No
- Yes (Intermediate)
- Yes (Novice)
- Yes (Advanced)

Signature _____

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<p>Supervisor _____</p> <p><input type="checkbox"/> Approved</p> <p>User ID _____</p> <p>Comments</p>	<p>IT Department _____</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Basic user</p> <p><input type="checkbox"/> Supervisor</p> <p><input type="checkbox"/> Manager</p> <p><input type="checkbox"/> System Administrator</p>
---	--

¹ Please retain one copy of this policy with your signature with your records and forward a copy of the signed page to the office of the CIO.



Internet Use Approval Form

It is the policy of ENTERPRISE that Internet use on behalf of the ENTERPRISE should be strictly limited to appropriate business purposes.

1. Access to Internet Services

Initials

- A. Employees must be authorized in writing by their management to use the ENTERPRISE's resources to access and use Internet services. When necessary and appropriate, customers and suppliers or other third parties may be authorized, but only in writing, to use the ENTERPRISE's resources to access and use Internet services.
- B. Access to Internet services may only be authorized after individuals agree in writing to abide by this policy.
- C. Management who authorizes the use of Internet facilities is responsible for promptly notifying the appropriate Internet administrator when the employee or authorized third party terminates, changes departments or no longer requires the use of Internet services so that access can be terminated.

2. Appropriate Uses of the Internet

Initials

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3. Inappropriate Uses of the Internet

Initials

- Although the use of the Internet for legitimate business purposes, such as technical research and information sharing, it also presents a significant opportunity for abuse, lost employee productivity and potential liability for both the ENTERPRISE and the employee. The following are examples of activities, which could result in revocation of Internet access privileges or other disciplinary action, not excluding termination.
- A. Personal activities that incur additional costs to the ENTERPRISE or interfere with employee's work performance.
 - B. Profit-making activities that accrue to the employee.
 - C. Political activities.
 - D. Unlawful activities, including sending or receiving copyrighted materials in violation of copyright laws or license agreements.
 - E. Sending or retrieving sexually explicit or offensive messages, cartoons or jokes, ethnic slurs, racial epithets or any other statement or image that might be construed as harassment, disparagement or libel.
 - F. Sending ENTERPRISE proprietary or confidential materials to anyone not entitled to know or possess them.



Internet, Email, Social Networking, Mobile Device, and Electronic Communication Policy

Internet Access Request Form – Page 1 of 2

1. Read and sign the Internet Use policy.
2. Complete and sign the Internet Access Request Form.
3. Obtain signature approval from your Department Head.
4. Have your local Information Services group complete the required information.

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Internet activation.

Number _____

Mail _____

By signing this form, I agree to comply with the policies and guidelines set forth in the attached Internet Use Policy.

Detailed Business Justification:

Signature _____

Date _____

Do you need Internet training?

No

Yes (Intermediate)

Yes (Novice)

Yes (Advanced)

Approval Process			
Dept. Head		IT Department	
	<input type="checkbox"/> Approved		<input type="checkbox"/> Approved
Signature	_____	User Level	<input type="checkbox"/> Basic user
Comments			<input type="checkbox"/> Supervisor
			<input type="checkbox"/> Manager
			<input type="checkbox"/> Administrator
Date:	Click here to enter a date.		



What's News

Version 4.6

- ✚ Added section on text messaging
- ✚ Added section on SKYPE type calls
- ✚ Updated to meet the latest compliance requirement

Version 4.5

- ✚ Updated to meet the latest mandated and regulatory compliance requirements
- ✚ Added Social Networking Policy Compliance Form
- ✚ Added Telecommuting Work Agreement Form
- ✚ Added Text Messaging Sensitive Information Form

Version 4.4

- ✚ Added a section on the Federal Rules of Civil Procedures
- ✚ Added a section on BYOD Security
- ✚ Updated compliance materials for auditing and e-discovery
- ✚ Listed 10 action steps to be followed in the enterprise's acceptable use policy

Version 4.3

- ✚ Updated all of the forms
- ✚ Added section on Best Practices for Internet browsing

Version 4.2

- ✚ Updated Forms
- ✚ Added electronic version of forms
- ✚ Added reference section Canada's Anti-spam Law (CASL), Bill C-28
- ✚ Update styles

Version 4.1

- ✚ Added section on policies for tablets, PDA's, and SmartPhones

Version 4.0

- ✚ Added Section for commercial Email
- ✚ Added Best Practices for Opt-In Email
- ✚ Reviews and revised policy to comply with all current security and privacy legislation

Version 3.3

- ✚ Added Social Networking Policy
- ✚ Update prior materials to include social networking policy



Version 3.2

- ✦ Updated Email retention and destruction with materials from the Records Retention and Destruction policy
- ✦ Expanded Email policy to include specifics on materials that are mandated to be archived

Version 3.1

- ✦ Updated policy to include email user best practices
- ✦ Updated stylesheet to be CSS and WORD 2007 compliant
- ✦ Updated forms

Version 3.0

- ✦ Updated policy to cover mobile devices
- ✦ Added materials for Smartphones and USB Storage Devices
- ✦ Defined risks and costs associated with mobile devices
- ✦ Forms Added:
 - ✦ Internet & Electronic Communication – Employee Acknowledgement Form
 - ✦ Email Employee Acknowledgement Form
 - ✦ Internet Use Approval Form
 - ✦ Internet Access Request Form
 - ✦ Security Access Application Form

Version 2.2

- ✦ Added table for Regulations and Industry Impact

Version 2.1

- ✦ Email Forwarding Added