**POLICY CONTENTS CHECKLIST**

| ***TOPIC*** | ***ISSUES*** |
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| **ACCESS** | * Who is entitled to use email - in most companies, it would be difficult to justify denying any particular groups access to this valuable communication tool
* How to get access to email
* Who is entitled to access the web and when
* How to get to the web
 |
| **PASSWORDS** | * Rules for choosing a password
* Rules for changing a password
* Warning on disclosing passwords
* Rules on password-access to other companies' websites
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| **WEB** | * Prohibition on access to certain websites
* Limitations on browsing the web for non-business purposes
* Rules for adding information to your own website
* Guidelines for responding to website enquiries
 |
| **DOWNLOADING** | * Prohibition on downloading offensive material
* Information on the implications of copyright laws
* Guidance on the use of unverified information
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| **EMAIL** | * Limitations on private use of email
* Restrictions on content of e-mail
* Rules for email distribution
* Rules on disclosing email addresses
* Legal position regarding defamation and inappropriate advice
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| **MONITORING** | * Notification that website access may be monitored
* Notification that email may be intercepted and read
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| **DISCLAIMERS** | * Wording to use in disclaimer
* Documents which require disclaimers
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| **DISCIPLINARY PROCEDURES** | * Sanctions which will be imposed for breaching the policy
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