***Sample cover letter:***

**Be Safe and Smart with Your (and Our) Technology Check out the Acceptable Use Policy**

**2/29/2012**

If you're like most [your company] employees, you probably spend a good deal of your day in front of some sort of computer screen. Even in meetings, more and more of us are toting our company or personally owned mobile devices along, checking our email and the internet under the table when we think nobody's looking. (psst... Rude!) There's no doubt about it - the world we live in today is a lot more connected than it was even a few years ago. It's also a lot more dangerous. Well now there's a policy to help you sort it all out. Take a few minutes to understand the key points of the new [Acceptable Use Policy](http://mminfo-old.private.massmutual.com/scripts/corporate/myhr/go.asp?page=AUP_home&reason=0) (AUP) so that you can keep your and [your company]'s information safe.

The [Acceptable Use Policy](http://mminfo-old.private.massmutual.com/scripts/corporate/myhr/go.asp?page=AUP_home&reason=0) (AUP) outlines the behaviors expected of you when using [your company]'s technology resources or your personally owned technology devices for approved business purposes. When we say “[your company]'s technology resources,” we mean:

* your **[your company]-owned computer** (desktop or laptop and any accessories)
* your **[your company]-owned mobile device** (Blackberry, iPad, etc.)
* **[your company]'s networks and systems** (a.k.a. how you connect in to our systems including the internet and intranet) including your work email
* **[your company]-owned software** that enables you to access company information from your personally owned computer (via VPN or mail.[your company].com) and/or your personally owned mobile device or mail.[your company].com.)

Here are the highlights of what you need to know. This is not an exhaustive list so please set aside just five minutes to go through [the whole policy](http://mminfo-old.private.massmutual.com/scripts/corporate/myhr/go.asp?page=AUP_home&reason=0) when you're done with this notice. Really, just five minutes!

* **Be smart.** You are expected to use good judgment regarding the information that you access, create, maintain, transmit, download, view, post, distribute, or otherwise access or make available via [your company]'s technology resources.
* **Be appropriate.** Do not use [your company]'s technology resources to access, create, transmit, store or process material that is deemed inappropriate by [your company] for use in a business environment.
* **If it's on [your company]'s system, it's [your company]'s.** Business-related information you create for [your company] or its affiliates is the property of [your company]. Do not create or store information on a personally owned device except as expressly permitted by [your company].
* **Keep it confidential.** You are responsible for maintaining the security, confidentiality and integrity of all non-public personally identifiable information (“NPI”) and other confidential company information that is sent, received, created and/or stored on [your company]'s technology resources or personally owned devices.
* **Don't share your passwords. EVER!** Do not share account or password information or provide access to [your company]'s technology resources to anyone.
* **No secrets.** You should have no expectation of privacy when using [your company]'s technology resources or when using your personally owned devices for approved business purposes. [your company] may access, review, monitor and disclose all communications and information sent, received or stored on company technology resources or personally owned devices used for business purposes.

***Sample Policy***

**Acceptable Use Policy**



  *Date Revised: 05/30/2013*

When working at *[Your Company aName]* (the "Company"), you are expected to use technology appropriately. This Acceptable Use Policy ("Policy") explains your responsibilities in appropriately using technology as it relates to your work at the Company.  By using or accessing technology as described in this Policy, you consent to be bound by the terms of this Policy.

#  Applies to

This Policy applies to employees of the Company.

This Policy also applies to temporary personnel, including contract workers and interns, when working at, with or on behalf of the Company .

#  Definitions

Throughout this Policy, the following definitions apply:

"Technology Resources" include, but are not limited to:

* Company-owned hardware and devices such as desktops, notebook computers, tablets, and mobile devices;
* Company -owned software and applications (e.g., Office, QuickBooks etc.);
* Company network and systems (e.g. email systems, Internet Connection);
* Company telephones and fax machines.

"Personally Owned Devices" include those technology devices not provided by the Company but which are approved by the Company for business use.

#  General Use

You must adhere to the following when using Technology Resources for either limited and incidental personal use or business use or when using Personally Owned Devices for business use:

* You are expected to use good judgment regarding the information that you create, maintain, transmit, download, view, post, distribute, or otherwise access or make available.
* The Company reserves the right to monitor and/or retain electronic correspondence sent and received by all employees through Technology Resources.
* Do not use Technology Resources to access, create, transmit, store or process material that is deemed inappropriate by the Company for use in a business environment. This includes, but is not limited to material that is unlawful, illegal, fraudulent, harassing, sexually explicit, pornographic, profane, obscene, violent, malicious, discriminatory, intimidating, gaming related, hate group related or otherwise violates Company policies. The company has and will continue to take steps to block and monitor access to sites deemed inappropriate by The Company and sites known or suspected to include malicious content. The company may take appropriate corrective and disciplinary actions when such sites are accessed or repeated attempts are made to access such sites.
* Attachments you receive may contain computer viruses or malicious programs that could harm Technology Resources. Do not open an attachment if you do not know the source of the document.

# No Expectation of Privacy

You should have no reasonable expectation of privacy with respect to information and communications (business related or personal) received, sent through or stored on Technology Resources. This applies even when you connect to Technology Resources (e.g., logmein, remote desktop etc.) through your personally owned device. The company reserves the right to access, review, monitor and disclose all communications and information sent, received through or stored on Technology Resources. The company routinely audits the use of Technology Resources.

Individual passwords, while required to gain access to Technology Resources, do not create a reasonable expectation of privacy for you in the information and communications you transmit through Technology Resources.

#  Business Use

When using either Technology Resources or Personally Owned Devices for business purposes, there are certain specific requirements that you must follow. These include:

* All business communications must be truthful and accurate.
* Distribution of political material is prohibited unless specifically approved by the company.
* Email, text messages and other electronic records are subject to the same record retention policy as other business documents.

#  Personal Use

The company permits the limited, incidental and appropriate use of Technology Resources for personal use. However, when using Technology Resources for personal use, the following apply:

* You are responsible for exercising good judgment regarding the personal use of Technology Resources.  You are guided by this policy, however you should consult with your supervisor or manager regarding what is considered reasonable use.
* Technology Resources must not be used to create, distribute or store commercial or personal advertisements, solicitations, spam, promotions, destructive programs or any other use identified as inappropriate or prohibited by this Policy.
* You must not use Technology Resources to develop or operate your own business or to create a personal home page, access online prize/club sweepstakes or send any type of electronic communications that are or could be perceived as gaming or gambling-related (i.e., sports pools, on-line gaming or gambling, sports fantasy leagues), distribute third party materials, solicit other employees on behalf of any organization or send or forward chain email letters.

#  Personally Owned Devices

In addition to the information provided in the general use section above, the following also apply when using Personally Owned Devices for business purposes.

* Business-related information you create for the company is the property of the company.

#  Security

You are responsible for maintaining the security, confidentiality and integrity of all    The company Confidential Information and Restricted Information (including non-public individually identifiable information) that is sent, received, created and/or stored on Technology Resources or Personally Owned Devices. When handling Confidential Information and Restricted Information, you must abide by the Code of Conduct and all relevant company policies including the Privacy Policy, the Confidential Information and Intellectual Property Policy and all applicable local, state and federal laws..
The following apply to maintaining the security of Technology Resources or Personally Owned Devices when used for business purposes.

* You must keep your passwords secure. Do not share account or password information or provide access to Technology Resources to any unauthorized sources.
* While various forms of software and hardware are accessible through Technology Resources you use everyday to perform your job functions, placing software or hardware on Technology Resources that has not been authorized by the company may be harmful to Technology Resources. You must load, operate, or execute only company authorized software
* Unless authorized by the company, you must not use, or assist others to use, Technology Resources in a manner reasonably determined to be a violation of law, patents, trademarks, licenses, copyright. or in violation of Intellectual Property rights laws.

You must immediately report any actual or suspected incidents of unauthorized access, acquisition, loss, theft, use or disclosure of any Technology Resource that contains Confidential Information or Restricted Information to your manager.

#  Use While Operating a Motor Vehicle

While operating a motor vehicle, you are prohibited from using: (1) Technology Resources for any purpose unless the device is paired with a "hands free" device for voice communications. This includes using the device to receive or place calls, read or send text messages, surf the Internet, check phone messages, or read or respond to email while operating a motor vehicle.  You must also ensure that the use of a device while operating a motor vehicle complies with applicable laws in the jurisdiction in which you are operating the motor vehicle.

#  Social Media

When using any social media through Technology Resources or for business purposes through Personally Owned Devices, you must abide by all relevant company policies.

#  Violations

Violations of this Policy may be subject to disciplinary action up to and including termination of employment. Non-employees found in violation of this Policy will be subject to appropriate action such as termination of contract or business relationship, dismissal or prohibition from company property or company events.

#  Contact

For more information, contact:

*[Insert your company contact name here]*