



## Authorised Software Use Policy Draft

Authorised Software Usage Policy at <<Company>>

<<Company>> ICT equipment is defined as any Personal Computer including static desktop computer or laptop computer which is used by an employee of the company for company business. Should a computer fail due to a hardware fault only the following software will be reinstalled on that particular machine and all other unauthorised software will not be reinstalled.

It is essential that any personal or any company data is stored in a permanent location on the company server. In the case of non domain configured laptops the user must follow the procedure for backing up data onto removable media such as CD or DVD. Be aware that if data is not backed up in this way then the data will be lost and will sometimes be unrecoverable by the ICT department. (In the event of a hardware failure it is sometimes possible to recover data although this can be a costly exercise and the commercial benefit of data retrieval will be considered prior to authorisation of the software retrieval.)

It is essential that company hardware be used for company information and that all company hardware such as Laptops and PDA equipment is kept secure and that no record of access passwords to the company network are stored on the device.

Software which involves large files such as music and video files should not be stored on company equipment unless those files are deemed relevant to the company. The reason for this is that large files will take up storage space unnecessarily and may impede the performance of the device.

It is important to understand that <<Company>> will take no responsibility for content downloaded from the INTERNET and will take no responsibility for any software that is not defined in the list below. The following software has been passed and authorised for use on company ICT equipment by <<Company>>.

Microsoft Office (Word, Excel, Outlook)  
Microsoft Publisher  
Microsoft PowerPoint  
Microsoft Access  
Microsoft Internet Explorer  
Microsoft AntiSpyware  
WinZip (Win 9x)

Please Add Additional Software Here .....