

Model Technology Usage Policy

This model policy is a supplement to **LAWPRO Magazine: Cybercrime and law firms**, published December 2013 and available at www.practicepro.ca/magazinearchives. This policy should be adapted to meet the specific requirements and technology in your firm.

This Technology Usage Policy discusses the appropriate use of [Firm Name]'s computing and information resources.

1. Computer Security

- Users must not share their accounts or passwords with others, and are only authorized to use their own accounts to access [Firm Name] systems. Authority levels to access various systems and resources are assigned are tied to the user's personal account.
- Users must shut down their computers at the end of each day, and are encouraged to log out of key systems if they are going to be away from their desks for an extended period of time.
- Users are responsible for reporting any abnormal operation of their computers to [technology person].
- Users are encouraged to report all spam messages to our email hosting service. Users must not click on links/attachments received from untrusted/unverified sources.
- Users must not attempt to disable, circumvent or hack the security features built into the various hardware and software systems at [Firm Name].
- Users are prohibited from installing hardware or software, either of business or personal nature, without approval from [technology person].
- Users are prohibited from copying or sharing hardware, software, corporate data or intellectual property, either internally or externally, without supervisor authorization.
- Users are prohibited from intentionally damaging hardware, software, or corporate data.
- Users must exercise due care in handling hardware and accessing corporate data.
- Users who have been assigned and/or have borrowed portable devices (e.g., laptops, tablets, smartphones, USB drives, etc.) must review and observe the Portable Device Security, Privacy and Usage Policy. [A model Portable Device Security, Privacy and Usage Policy is available on practicePRO.ca]
- Users exchanging data with outside parties must review and observe the Electronic Document Handling Policy. [a model Electronic Document Handling Policy is available on practicePRO.ca]

2. Use of [Firm Name] Resources

- Users must request access to the [Firm Name] resources (e.g., databases, mailboxes, via their manager).
- [Firm Name]'s information technology is provided for [Firm Name] business purposes. Staff are permitted to use systems for occasional personal use.

- Staff must not use [Firm Name] resources to conduct any non-work related business activity.
- Staff are prohibited from using [Firm Name] resources for illegal or offensive purposes.
- Staff are prohibited from using [Firm Name]'s Internet services to access illegal or offensive websites.
- Staff are prohibited from using [Firm Name] data for any purpose other than for [Firm Name] business. Access and use of [Firm Name] data for personal interest, external business purposes, etc. is prohibited.

3. Social Media

- [Firm Name] permits open access to most social media channels. Casual professional and personal use of social media is permitted.
- Download and installation of social media software or plug-ins is permitted with manager approval.

4. Professionalism

All communications using [Firm Name]'s systems must be polite and not harass or offend anyone.

5. Monitoring

Phone and fax use, Internet use, email use, data access, login/logoff times, etc. may be monitored and logged. Logs may be reviewed periodically for security and audit purposes.

6. Consequences for Non-Compliance

Breaches of [Firm Name]'s Technology Usage Policy will be addressed by the user's supervisor and firm management. Consequences for serious breaches of the policy may result in termination of employment.

7. Policy Revisions and Updates

This policy will be reviewed at least annually. Any changes to the policy will be made known to staff. Any questions about the policy should be directed to the [designated staff person].

Published [insert date].