AUP Quick-Start Checklist

Use this checklist to evaluate if your company's AUP is modern, clear, and enforceable.

[ ] Plain Language: Our AUP avoids legal jargon and uses simple, employee-friendly terms.

[ ] Collaborative Tone: The policy frames IT as an enabler, not a gatekeeper.

[ ] Concrete Examples: Includes "Yes vs No" lists (e.g., Slack ✅ / Discord ❌).

[ ] SaaS & Shadow IT Coverage: Policy explicitly covers unapproved SaaS and browser apps.

[ ] AI Tools: Guidelines for safe use of generative AI tools like ChatGPT are included.

[ ] Role-Based Guidelines: Different rules exist for Finance, Engineering, Marketing, Sales, etc.

[ ] Accessibility: The AUP is short, searchable, and easy to reference (not buried in a PDF).

[ ] Reinforcement: Policy is reinforced via onboarding, quarterly refreshers, and offboarding.

[ ] Monitoring: SaaS discovery tools or browser tracking help enforce compliance.

[ ] Regular Updates: Policy is reviewed at least quarterly to reflect new risks.

Scoring

9–10 checks: You have a modern, employee-friendly AUP.

6–8 checks: Strong foundation, but review for SaaS & AI gaps.

<6 checks: Time to rebuild—your policy risks being ignored.