Acceptable Use Policy Template

SHADOW IT EDITION

1) Purpose

This Acceptable Use Policy (AUP) establishes the guidelines for responsible use of company-provided IT systems, SaaS applications, and data resources. The purpose is to:

- Protect company information from misuse or loss.
- Ensure compliance with regulatory and audit standards.
- Provide employees with clear guidelines for innovation and tool adoption.

2) Scope

This policy applies to all employees, contractors, and third-party vendors who access company IT systems, SaaS applications, or data.

3) Acceptable Use Guidelines

3.1 General Rules

- ✅ Use approved company tools for daily work (e.g., Slack, Teams, Zoom).
- ✅ Access only the data required for your role.
- ❌ Do not share company credentials with unauthorized individuals.
- ❌ Do not install unapproved apps, browser extensions, or AI tools.

3.2 SaaS & Shadow IT

- It must approve all SaaS apps used for work.
- Employees may request pilots of new tools using the IT request form.
- IT will evaluate SaaS tools for compliance, security, and cost-efficiency.

3.3 AI Tools

- Generative AI (e.g., ChatGPT, Notion AI, Copilot) may not be used to share sensitive company, client, or proprietary data.
- AI usage for general productivity (e.g., brainstorming, drafting) is permitted if cleared by IT.
- IT may restrict tools that store prompts or output in third-party systems.

3.4 Browser Extensions

- Approved examples: Grammarly, Zoom Scheduler, password managers.
- Prohibited examples: Coupon apps (e.g., Honey), extensions that collect browsing data, unauthorized downloaders.

Role-Based Guidelines

- **Finance:** Use only IT-approved expense/reporting tools to ensure compliance.
- **Engineering:** Follow secure coding practices; open-source library use must be reviewed.
- **Marketing:** SaaS design and automation tools must be requested via IT.
- **Sales:** CRM-related browser plugins must be reviewed before installation.

Enforcement

Violations may result in restricted access, revoked permissions, or disciplinary actions as outlined in HR policy.

Review

This policy will be reviewed quarterly by the IT team to stay current with SaaS adoption, AI use, and compliance requirements.

Acknowledgement

I have read, understand, and agree to comply with this Acceptable Use Policy.

Signature:

Printed Name:

Date:

Summary

This Acceptable Use Policy (Shadow IT Edition) outlines the guidelines for using [Company Name]'s resources, with a specific focus on preventing Shadow IT practices. By adhering to these guidelines

regarding acceptable use, SaaS, AI tools, and browser extensions, we ensure a secure, compliant, and productive work environment for all. Regular policy reviews and individual acknowledgements reinforce our commitment to responsible technology use.