

POLICY

Overview

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ICT Policy for Trackita Pty Ltd

Purpose

This policy guides how employees should use the company's tech tools like computers, software, and the internet. We aim to keep our IT resources safe and use them effectively for business needs.

What Does ICT Resources Include?

Basically, anything tech-related the company owns, such as laptops, printers, email, and software.

Important Notes

- This policy isn't a part of your contract, but you should still follow it.
- We can change this policy whenever we need to.

Guidelines for Use

Professional Use: Please only use company tech for work-related activities.

Personal Use: Minimal personal use is allowed, like checking personal email. Don't store personal files or use social media on work computers.

Software: If you need extra software for work, ask for approval by emailing [email address].

Web Safety: Be cautious when browsing. Avoid harmful or inappropriate sites.

Data Usage: If you get a message saying you're using too much data, let us know.

How To Store Files

Use SharePoint or OneDrive so you can access your work from different devices.

Trackita.

Security Measures

Anti-virus: Always keep your antivirus active and updated.

USB Drives: You can use your own USB drives, but scan them for viruses first.

Passwords: Keep your passwords secret and change them regularly.

Ownership: Anything work-related is owned by the company. Don't share it without permission.

Accountability: Take care of the tech tools we give you. Report any damages right away.

Password Protection: Your laptop and mobile devices should be password-protected.

Email Safety: Report suspicious emails and never respond to spam.

Printing: Collect all printed papers. Dispose of unnecessary, sensitive papers in the secure bin.

USB at Office: Delete all files from office USB once you're done.

Other Company Policies

Check out these other policies for more guidance:

- Code of Conduct
- Privacy Policy
- Social Media Rules
- Workplace Surveillance
- Communication Policies

For any questions, refer to the company's detailed documents or ask [email address].

Failure to follow this ICT Policy may lead to disciplinary action, including possible termination.