**ANCHOR CORPORATION**

**Computer Use Guidelines**

**Confidentiality and Privacy**

* Use passwords
* Turn screens away from public view
* Log out of system when leaving work area
* Shred reports containing private information
* Clear confidential information off desks

**Copyrights**

* Software copyrights
* Site licenses
* Software developed internally
* Computer accounts and passwords

**Account Authentication**

* Change password regularly
* Avoid writing down password
* Do not disclose or share the password
* Choose a password that is easy to remember but hard to guess

**Physical Security**

* Lock areas after business hours
* Take special precautions with high-value, portable equipment
* Follow company policies for taking computer equipment off site

**Information Security**

* Ensure the routine backup of files
* Use data only for approved company purposes
* Ensure security and validity of information

**Electronic Communications**

The following types of communication are prohibited:

* Chain letters, pyramid schemes, and unauthorized mass mailings
* Fraudulent, threatening, defamatory, obscene, harassing, or illegal materials
* Non-work- or non-class-related information sent to an individual who requests the information not be sent
* Copyright law violation
* Commercial or personal advertisements, solicitations, destructive programs, or any other unauthorized use