Standard Operating Procedure (SOP)
Use of Technology and Electronic Devices Policy

1. Purpose

This SOP defines the appropriate **use of technology and electronic devices** within the organization, covering guidelines for acceptable device usage, internet and email protocols, security and confidentiality measures, monitoring and privacy expectations, and consequences of misuse. The policy aims to ensure productive, secure, and responsible use of technological resources while protecting company data and maintaining a professional work environment.

2. Scope

This SOP applies to all employees, contractors, interns, and other personnel who utilize the organization's technology and electronic devices, including but not limited to computers, laptops, tablets, mobile phones, and network resources.

3. Responsibilities

- All users are responsible for adhering to this policy and reporting any observed violations or security concerns.
- The IT department is responsible for managing technology resources, providing support, and enforcing policy compliance.
- Supervisors are responsible for ensuring their teams understand and follow these guidelines.

4. Procedure

Area	Guidelines
Acceptable Use	- Use organization-issued devices primarily for business purposes. - Personal use should be occasional and must not interfere with work duties or security. - Prohibited activities include accessing inappropriate content, unauthorized distribution of proprietary information, and installation of unauthorized software.
Internet & Email Usage	- Use company internet and email systems for official business communication. - Avoid opening suspicious links, attachments, or disclosing company information via email. - Personal email accounts should not be used for conducting company business.
Security & Confidentiality	- Keep passwords confidential and do not share access credentials. - Report lost or stolen devices to IT immediately. - Follow company protocols for storing and transferring sensitive data.
Monitoring & Privacy	- The organization reserves the right to monitor device, internet, and email usage to ensure compliance. - Users should have no expectation of privacy when using company devices and network resources.
Consequences of Misuse	- Violations may result in disciplinary action up to and including termination of employment and/or legal action. - Severity of the consequences will be based on the nature and impact of the misuse.

5. Review and Updates

This SOP will be reviewed annually or as needed to ensure it remains current with technological and organizational changes. All revisions will be communicated to staff.

6. Acknowledgment

Employees are required to read, understand, and sign an acknowledgment of this policy. Non-compliance may result in restricted access to electronic devices or disciplinary action.