

Acceptable Use Policy (AUP)

Organization: The Champaign Telephone

1. Objective

This Acceptable Use Policy sets forth the behavioral and legal expectations for individuals who access or utilize The Champaign Telephone's digital systems, networks, and technology services. The intent is to promote ethical behavior, ensure adherence to all applicable laws, and safeguard the integrity and reputation of The Champaign Telephone.

2. Coverage

This policy governs all individuals—including employees, contractors, clients, affiliates, and external agents—who connect to or interact with The Champaign Telephone's technological resources. These include, but are not limited to, internet services, communication platforms, cloud-based tools, storage systems, and email services.

3. Guidelines for Proper Use

- **Professional Use:** Company technology and systems are to support legitimate, work-related functions. Reasonable personal use is acceptable if it doesn't disrupt job performance or conflict with any element of this policy.
 - **Legal Compliance:** Users must ensure all activities conform to local, national, and international regulations.
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4. Unacceptable Behaviors

Engaging in any of the following activities using The Champaign Telephone's assets is expressly forbidden:

a. Illegal Acts

- Committing fraud, software piracy, or identity theft.
- Accessing, sharing, or storing illicit material, including content involving child exploitation.
- Violating copyright, trademark, or other intellectual property rights.

b. Security Violations

- Gaining or attempting unauthorized access to data, accounts, or systems.
- Launching or participating in hacking, phishing schemes, or deploying malware.
- Interfering with security measures, administrative tools, or surveillance mechanisms.

c. System & Network Abuse

- Initiating denial-of-service (DoS) attacks or similar disruptions.
- Engaging in spamming or activities that impair system performance.
- Uploading viruses or any malicious scripts.

d. Inappropriate Content and Harassment

- Disseminating content that is threatening, offensive, pornographic, defamatory, or discriminatory.
- Using the company's systems to bully, harass, or intimidate others.

e. Spam and Unsolicited Communications

- Sending mass emails, marketing materials, or promotions without prior consent.
- Participating in or promoting scams, chain letters, or pyramid schemes.

f. Identity Deception

- Misrepresenting your identity or impersonating another person or entity.
- Altering caller ID, email headers, or other identifiers to mislead recipients.

g. Avoiding Security Protocols

- Attempting to circumvent authentication, filtering, or any protective security mechanism deployed on the network.

5. User Obligations

- **Data Security:** Secure passwords must be used. Users should lock devices when unattended and report unusual activity promptly.
- **System Reliability:** Avoid actions that could negatively affect system stability, speed, or integrity.
- **Confidentiality:** Sensitive data—internal or customer-related—must not be disclosed without proper authorization.
- **Regulatory Compliance:** Users must honor all laws concerning data security, electronic communications, and network services.

6. Oversight and Privacy

- **System Oversight:** The Champaign Telephone reserves the right to audit, monitor, and log all digital activity to enforce this policy and protect its assets.
- **Respect for Privacy:** While monitoring may occur, The Champaign Telephone remains committed to honoring individual privacy within the bounds of legal and business obligations.

7. Consequences of Violations

Any breach of this policy may lead to disciplinary action or legal recourse, including:

- Immediate suspension or revocation of system privileges.
- Termination of employment or service contracts.
- Legal action or notification to appropriate authorities, when warranted.

8. Incident Reporting

All policy violations, suspicious behaviors, or potential security incidents must be reported without delay to:

Compliance Officer

☐ compliance@thechampaigntelephone.com

9. User Agreement

By using The Champaign Telephone's systems or services, individuals confirm their understanding and acceptance of this policy. Users agree to be accountable for their actions and accept any consequences for violations.

10. Policy Revisions

The Champaign Telephone reserves the right to revise this policy as necessary. Updated versions will be distributed through official internal or external communication platforms, and users will be informed of major changes.
