

Internet Policy

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Document History

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Table of Contents

1.0 Objective.....	4
2.0 Scope.....	4
3.0 References ISO 27001:2013.....	4
4.0 Policy Description	5
4.1 Account Activation & Termination.....	5
4.2 Appropriate Use.....	5
4.3 Inappropriate Use	6
4.4 Security	7
4.5 Monitoring and Filtering	7
4.6 Disclaimer	7
5.0 Failure to Comply.....	8
6.0 Internet User Agreement.....	8

INTERNET POLICY

1.0 Objective

The objective of this policy is to outline appropriate and inappropriate use of La Sentinelle Ltd.'s Internet resources, including but not limited to the World Wide Web, electronic mail, the intranet, FTP (file transfer protocol), LinkedIn, and Social Media.

Internet account provides users with access to networks around the world through these services. Use of these services is subject to the following conditions.

2.0 Scope

This policy applies to all users of La Sentinelle Ltd who have been granted an Internet Account and who will be using the company's internet resources.

Each Internet user of La Sentinelle Ltd is required to read this Internet Policy and sign an Internet Use Agreement prior to receiving an Internet account and password.

3.0 References ISO 27001:2013

- **Acceptable Use of Assets – A.8.1.3**

Rules for the acceptable use of information and assets associated with information processing facilities shall be identified, documented and implemented.

- **Controls Against Malware – A12.2.1**

Detection, prevention and recovery controls to protect against malware shall be implemented, combined with appropriate user awareness.

- **Electronic Messaging – A.13.2.3**

Information involved in electronic messaging shall be appropriately protected.

- **Access to Networks and Network Services – A.9.1.2**

Users shall only be provided with access to the network and network services that they have been specifically authorized to use.

- **Compliance with Security Policies and Standards – A.18.2.2**

Managers shall regularly review the compliance of information processing and procedures within their area of responsibility with the appropriate security policies, standards and any other security requirements.

4.0 Policy Description

4.1 Account Activation & Termination

Internet access at La Sentinelle Ltd is controlled through individual accounts and passwords. Head of Departments are responsible for requesting Internet access for the employees in their respective departments and conveying that information to the System Administrator of La Sentinelle Ltd by filling in a **CSRF (Computer Services Request Form)**.

Internet Accounts will be terminated when the employee terminates their association with La Sentinelle Ltd, unless otherwise instructed by the Head of Departments during employment period of the employees.

4.2 Appropriate Use

Internet use at La Sentinelle Ltd will be within applicable regulatory framework and shall comply with all applicable laws, all applicable company policies and contractual agreements. Individuals at La Sentinelle Ltd are encouraged to use internet to further the goals and objectives of La Sentinelle Ltd. The types of activities that are encouraged include:

- Communicating with employees, suppliers, business partners of La Sentinelle Ltd, and clients within the context of the employee's assigned responsibilities.
- Researching, acquiring or sharing information necessary or related to the performance of an employee's assigned responsibilities.
- Participating in educational or professional development activities.

4.3 Inappropriate Use

Individual Internet use will not interfere with others' use and enjoyment of the Internet. Users will not violate the Network Policies of any network accessed through their account. This includes, but is not limited to, the following:

- The Internet may not be used for illegal or unlawful purposes, including, but not limited to, copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, gambling, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading computer viruses).
- The Internet may not be used in any way that violates La Sentinelle Ltd's policies, rules, or administrative orders. Use of the Internet in a manner that is not consistent with the mission and values of La Sentinelle Ltd, misrepresents La Sentinelle Ltd, or violates any of La Sentinelle Ltd policies is prohibited.
- Individuals should limit their personal use of the Internet. La Sentinelle Ltd tolerates limited personal use for communication with family and friends, independent learning, and public service. La Sentinelle Ltd prohibits use for mass unsolicited mailings, access for non-employees to La Sentinelle Ltd resources or network facilities, competitive commercial activity unless pre-approved by La Sentinelle Ltd, and the dissemination of chain letters.
- Individuals may not view, copy, alter, transfer or destroy data, software, documentation, or data communications belonging to La Sentinelle Ltd or another individual without authorized permission from the Head of Department.
- In the interest of maintaining network performance and bandwidth utilization, users should not send unreasonably large electronic mail attachments.
- Downloading of unlicensed and/or pirated software, music, songs, videos and films are strictly prohibited.

4.4 Security

For security purposes, users may not share account or password information with another person. Internet accounts are to be used only by the assigned user of the account for authorized purposes. Attempting to obtain another user's internet account profile and password is strictly prohibited. Users are required to obtain a new password if they have reason to believe that any unauthorized person has learnt their password. Users are required to take all necessary precautions to prevent unauthorized access to Internet services.

4.5 Monitoring and Filtering

La Sentinelle Ltd may monitor any Internet activity occurring on La Sentinelle Ltd equipment, network or accounts. If La Sentinelle Ltd discovers activities which do not comply with applicable law or company and/or departmental policies, records retrieved may be used to document the wrongful content in accordance with due process.

4.6 Disclaimer

La Sentinelle Ltd assumes no liability for any direct or indirect damages arising from the user's connection to the Internet. La Sentinelle Ltd is not responsible for the accuracy of information found on the Internet and only facilitates the accessing and dissemination of information through its systems. Users are solely responsible for any material that they access and disseminate through the Internet.

5.0 Failure to Comply

Violations of this policy will be treated like other allegations of wrongdoing at La Sentinelle Ltd. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for inappropriate use of La Sentinelle Ltd's internet resources and services may include, but are not limited to, one or more of the following:

1. Temporary or permanent revocation of internet access;
2. Disciplinary action according to applicable La Sentinelle Ltd policies;
3. Termination of employment; and/or
4. Legal action according to applicable laws and contractual agreements.

6.0 Internet User Agreement

I hereby acknowledge that I have read and I understand the Internet Policy of La Sentinelle Ltd. I agree to abide by these policies and ensure that persons working under my supervision shall abide by these policies. I understand that if I violate such rules, I may face legal or disciplinary action according to applicable law or departmental policy.

I hereby agree to indemnify and hold La Sentinelle Ltd and its officers, trustees, employees, and agents harmless for any loss, damage, expense or liability resulting from any claim, action or demand arising out of or related to the use of La Sentinelle Ltd owned computer resources and the network, including reasonable attorney fees. Such claims shall include, without limitation, those based on trademark or service mark infringement, trade name infringement, copyright infringement, unfair competition, defamation, unlawful discrimination or harassment, and invasion of privacy.

Name : _____

Signature : _____

Date : _____