

ICT Facilities Usage Policy

Port of Fujairah ICT Facilities Usage Policies

(April 2016)

Purpose:

The main purpose of this policy is to control the use of the Information & Communication Technology (ICT) facilities in Port of Fujairah (POF), including computer hardware, printers, scanner, software, e-mail, Internet and intranet access so as to ensure that they are used properly and judiciously as well as to avoid any risk of unauthorized access to data, corruption or loss of data, disclosure of information, legal liability, or potential system failure

Principle:

The policy establishes certain guidelines and responsibilities for the users of the POF's IT facilities. Users of POF computing facilities are required to comply with all policies referred to in this document.

Policy Statement:

The rest of the document details the 'Do and don't' that should be followed in order to achieve the purpose and the principles of ICT facilities usage policy at POF.

ICT Facilities Usage Policy

Email Usage Policy:

This policy is to ensure proper use of the e-mail facility in POF and make sure it is used primarily for the conducting of Company business.

- Use E-mail primarily for conducting Company business
- Use [userid@fujairahport.ae](mailto:user@fujairahport.ae) mail ids for official communication
- Restrict personal use to a minimum
- Email credentials should always be confidential.
- Do not use it in any illegal, offensive, or unethical manner.
- Use the FTP facility to transfer large sized attachments
- Regularly 'Archive' older mails to limit the disk space usage
- Emails sent via the company email system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language/images
- Email Attachment with recommended file extensions are blocked in exchange to defend spam email (e.g. Bat, com, exe, zip), Users can use Port of Fujairah FTP Services to receive this kind of files or receive large size file through sender by contacting IT Department
- All Internet data that is composed, transmitted and/or received by Port of Fujairah computer systems is considered to belong to Port of Fujairah and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties

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Internet Access policy:

This policy is strictly to protect our network infrastructure from viruses and hacks

Use of the Internet by employees of [Port of Fujairah](#) is permitted and encouraged where such use supports the goals and objectives of the business.

- Company employees are expected to use the Internet responsibly and productively. Internet access is limited to job-related activities only and personal use is not permitted
- Job-related activities include research and educational tasks that may be found via the Internet that would help in an employee's job
- All sites and downloads may be monitored and/or blocked by Port of Fujairah – IT Department if they are deemed to be harmful and/or not productive to business
- Internet Security Policy is categorized as per the security levels mentioned below,

- 1) Security Level 0: This level of internet filtering (Web content & Application content) are for guest users accessing Port of Fujairah Internet services

Security Level 0 give access to guest for accessing web email & information knowledge services over Internet

- 2) Security Level 1: This level of Internet filtering (Web content & Application content) are for Port of Fujairah employees connecting to LAN & Wireless internet services

Security Level 1 give access to employees for accessing web email, educational search, YouTube educational & access for port of Fujairah Web Services over internet

- 3) Security Level 2: This level of security is for Port of Fujairah Management

Web Content & Application Content filtering is done for spam URL

Full Internet Access

ICT Facilities Usage Policy

Personal Computer/Printer/Scanner Usage policy:

This policy is to ensure proper and efficient usage of these facilities to perform company's work smoothly and efficiently.

- Do not install additional software without proper approval from IT Department
- Do not change any setting of applications and network connections of your PC.
- Limit use of IT facilities for personal work to a minimum
- Do not import external data via CD, DVD or USB devices
- Use electronic media in place of paper to reduce wastage and help the environment
- Keep your password confidential and change them frequently
- Log out of your Desktop or Laptop when you have finished using them

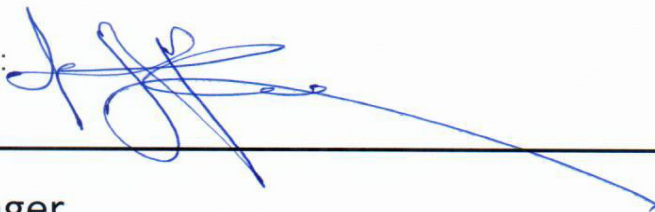
Policy Compliance:

All terms and conditions as stated in this document are applicable to all users of Port of Fujairah network and Internet connection.

Any user violating these policies is subject to disciplinary actions deemed appropriate by Port of Fujairah.

If an employee is unsure about what constituted acceptable Internet usage, then he/she should ask IT Department for further guidance and clarification

Policy Approved by:



General Manager
(Port of Fujairah)