

# Port of Fujairah

## ICT Facilities Usage Policy

(April 2012)

### **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.

### **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:userid@fujairahport.ae) mail ids for official communication
- Restrict personal use to a minimum
- 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

### **Internet access policy:**

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

- Refrain from any non-productive behavior such as playing games, watching & downloading movies, downloading any unnecessary software
- Limit use of the internet for personal usage.
- Do not share any sensitive information via internet.

### **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