

Terms of Reference (ToR) for Internet Use

1. Purpose

The purpose of this Terms of Reference (ToR) is to establish clear guidelines for the responsible and secure use of internet services provided by Bawulasgroup. It aims to ensure that internet access is used in a manner that supports the organization's operations, protects its reputation, and upholds legal and ethical standards.

2. Scope

This ToR applies to all employees, contractors, consultants, interns, and any other individuals who access the internet using the organization's network, devices, or resources.

3. Objectives

- To ensure the internet is used for professional, educational, and work-related purposes.
- To prevent misuse of internet resources.
- To maintain network security and safeguard organizational data.
- To comply with legal and regulatory requirements.

4. Acceptable Use

- Accessing websites, applications, and online tools necessary for work or study-related activities.
- Conducting research relevant to job roles.
- Using official communication channels (e.g, email, video conferencing tools, collaboration platforms).
- Accessing organization-approved cloud services.

5. Unacceptable Use

- Accessing, downloading, or distributing illegal or inappropriate content (e.g. Pornography, hate speech, pirated software).
- Using the internet for personal gain, political activity, or gambling.
- Unauthorized sharing or downloading of copyrighted materials.

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- Visiting websites that may compromise network security (e.g., malware-infected or phishing sites).
- Excessive personal use that impacts bandwidth or work productivity.

6. Security and Monitoring

- All internet activity may be monitored and logged.
- Users must not disable or bypass security settings or install unauthorized software.
- Users are responsible for safeguarding their login credentials.

7. Responsibilities

- **IT Department:** Manage internet infrastructure, monitor usage, and address security breaches.
- **Users:** Comply with this policy, report suspicious activities, and avoid prohibited behaviour.
- **Supervisors:** Ensure staff understand and follow these terms.

8. Disciplinary Actions

Violation of these terms may result in:

- Verbal or written warnings.
- Suspension of internet access.
- Disciplinary measures including termination of employment or legal action.

9. Review and Amendments

This ToR shall be reviewed annually or as needed to reflect changes in technology, laws, or organizational policy.

10. Acknowledgment

All users are required to read, understand, and acknowledge this ToR before accessing the organization's internet services.