



Ministry of Information Technology
& Telecommunication

DIGITAL PAKISTAN

Internet Usage Standard Operating Procedure



Internet Usage Policy

Document Control

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Internet Usage Policy

1 Abbreviations

IS: Information Security

IT: Information Technology

2 Overview

Internet access is provided to its employees to assist and facilitate official communications and research. It is provided for legitimate official use in the course of employees assigned duties only

3 Scope

This policy applies to all employees of the organization/department, consultants, vendors or visitors who use departmental/organizational provided internet facility either on the Local Area Network or through a separate connection at premises.

4 Policy

4.1 Prohibited use of Internet

1. Using internet services for downloading or distributing material in violation of copyright laws i.e. movies, music, software, books, etc.
2. Using Internet services for downloading or distributing pornography or other sexually explicit materials.
3. Using Internet services to post or transmit any message or material which is libellous, defamatory, or which discloses private or personal matters concerning any person or group.
4. Using internet services for running a personal/private business or web site.
5. Knowingly or carelessly distributing malicious code to or from organizational/departmental resources.
6. Use of the internet to harass employees, vendors, customers, and others is prohibited.
7. Use of the Internet for political purposes is prohibited.
8. Release of untrue, distorted, or confidential information (official) related to the organization/department is prohibited.

4.2 Monitoring

The use of internet is an extremely valuable business tool. However, misuse of such a facility can have a detrimental effect on other users and potentially the public profile of the organization/department and Government of Pakistan. As a result;

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1. The granting organization/department maintains the right to access user browsing logs in the pursuit of an appropriately authorized investigation.
2. The specific content of any transactions will not be monitored unless there is a suspicion of improper use.

5 Enforcement

Since data security and integrity along with resource protection is critical for smooth operations, employees and concerned personnel that do not adhere to this policy and found to have violated this policy may be subject to disciplinary action.

6 Exception to Policy

It is imperative that all employees comply with all Information Security policies. However, there are circumstances that fall outside the ability to comply with and/or conform to a policy. In such instances, an exception must be documented and approved.

Requests for exception must include:

1. A valid justification for use.
2. A risk analysis, compensating controls to manage risk, and technical reasons for the exception.

Requests for exception that create significant risks without compensating controls will not be approved. Requests for exceptions must be periodically reviewed to ensure that assumptions or business conditions have not changed.