

Internet Security Guidelines for Corporate Users





Tip 1:

All access to the Internet must be via the company firewall, bypassing the firewall is not permitted.





Tip 2:



- All users of the Internet must be formally authorized to do so in writing by their management.
- Limitations on use must be specified.



Tip 3:

Personal computers accessing the Internet must run resident virus protection software.





Tip 4:

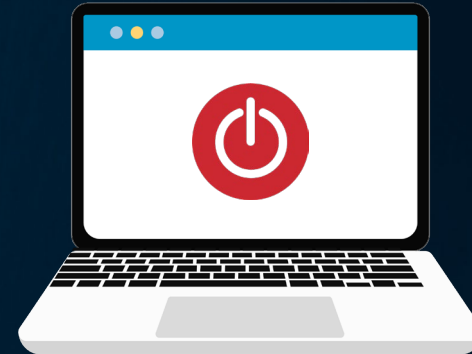


- Each user must have a dedicated username and password.
- Sharing of usernames and passwords is not permitted.



Tip 5:

Every employee must ensure they are logged off from company's systems and the Internet when they leave the office or when leaving their computer unattended for lengthy periods of time.





Tip 6:



Any license conditions related to the commercial use of software available on the Internet must be observed.



Tip 7:

- Any software program or script downloaded from the Internet must be approved by the IT department.
- In any event, entertainment software (e.g., games, screen savers) will not be approved.





Tip 8:



- Copyrighted material should not be sent, received or copied via the Internet unless encrypted.
- Authors should be encouraged to encrypt e-mail messages that contain manuscripts.



Tip 9:

Copyrighted materials should not be downloaded from the Internet and used within the Company's network/systems.





Tip 10:



- Any software program or script downloaded from the Internet should be separately virus checked.
- Particular care must be taken with compressed files which may disguise the presence of a virus from normal detection.

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E-Guides for Information and Cyber Security

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