# Activity sheet 3.26: Is the policy acceptable?

*Learning outcome B: Cyber security*

*B3: Policy*

A school gives each member of staff a laptop computer. The school has an acceptable software policy. You have been asked to review the policy.

Parts of the policy are shown below.

1. For each extract, consider:

* Is the statement acceptable? Explain your answer.
* If the statement is not acceptable, draft an improved version.
  1. ‘Users can install new software onto their laptop but they must inform their supervisor first.’

* 1. ‘Users can uninstall software.’

* 1. ‘All users can choose whether to accept updates to software already installed.’

* 1. ‘Laptops will be audited by the IT Manager on the first Monday of every month.’

Doug Browne Foods makes soups that are sold in supermarkets. As well as production workers, the firm employs office workers. Office workers are organised into teams, and each team is led by a supervisor or manager. One of the teams provides IT support for the whole organisation. This team is led by an IT manager.

Currently, Doug Browne Foods does not have an acceptable software policy.

1. State two benefits to the organisation of having an acceptable software policy.



1. State four things that the acceptable software policy should include.

**Take it further**

Draft an acceptable software policy for Doug Browne Foods.