

### Approved downloads and executables policy

For many organizations, it's not enough to provide an acceptable use policy that spells out what kind of latitude employees have when using e-mail or the Internet. Although many businesses have users who are technologically astute enough to know what kinds of downloads and executables are safe to bring into their environment, there are plenty of instances when IT must spell out what is allowed.

One way to ensure your users understand what they can place on their desktops and laptops is to use an approved downloads and executables policy. If, for example, a user wants to download the latest version of a popular PDF reader, that person can check the list, determine whether it's approved, and make the decision.

Here is a sample policy that we've put together for TechRepublic members. Treat this as a living document with the ability to add or withdraw applications as you see fit.

## Downloads and executables policy

This policy has been established to set guidelines in an effort to clarify the type and nature of files that employees are allowed to download from third-party sources onto their local computers (desktops, laptops, Pocket PCs, Tablet PCs). Although it would be impossible to name every executable or download file in this policy, users should adhere to these guidelines:

1. The download enhances the employee's productivity.
2. The download is from a reputable source.
3. The file does not subject the company to potential liability.
4. The application, tool, or template has been approved by IT.

### Approved downloads

The following is a list of files that employees can download onto their local machines.

#### **AOL Instant Messenger**

Although the company has not indicated a preferred IM application, instant messaging can offer users a way to quickly and efficiently communicate with coworkers, contractors, and associates. As with all IM applications, users are encouraged to keep personal messaging within reasonable levels.

#### **ICQ**

Like AOL Instant Messenger, employees can use this application to exchange work-related instant messages. Users are advised not to engage in the chat function of this application as it supports no function of the company. Also allowed are **Trillian**, **MSN Messenger**, and **Yahoo! Messenger**.

#### **WinZip**

Employees who e-mail large files to contractors and consultants are encouraged to use WinZip, a compression utility.

#### **Ad-aware**

As employees may unwittingly download adware onto their local machines, applications such as Ad-aware, which scans a user's system for adware, are allowed. Please note: Some useful proprietary applications on the company network are seen as adware by this and other similar applications. Contact the IT department if you have questions about this kind of application.

#### **Spybot**

Please check with the IT department to see if this will affect any in-house applications.

#### **RealOne Player**

Employees can use this application to listen to music and view streaming media at their workstation. Users will take care not to adversely affect other workers and will, for example, keep the volume of the music and other media played on this application within reasonable levels, if they are located in an office. Employees are encouraged to use headphones if they work in cubicles.

#### **Adobe Acrobat Reader, Adobe Reader**

Users must have this downloaded to view PDF files.

#### **SlimBrowser**

Employees can use this as an alternative to Internet Explorer.

#### **Microsoft Windows Media Player, Winamp**

As with RealOne Player, please be courteous toward other employees when playing audio and video files on this application.

#### **QuickTime**

Use of this application is allowed.

## **Ebook applications**

This includes Microsoft Reader, Palm Reader, and other third-party applications that allow users to download work-related texts onto their local machines.

## **Antispam applications**

(Note: This is intended for small businesses that do not have the resources or the need for larger spam-blocking software.) Because spam has become a significant issue for employees, the use of antispam tools and applications is allowed. However, because many of the freeware applications available for download are relatively new, please allow IT to review the application before installing it on your local machine. Some of the applications that are allowed are: Ella for Spam 1.1, Spam Inspector for Outlook 2000/2002 3.1, Spam Butcher 1.5, SpamCatcher 2.6, SpamWeed 1.3.7, Spam Fighter 1.06, SpamCatcher POP, Anti-Spam 2.0, MailWasher Pro 3.1, Ultra Spam Filter 1.5, McAfee SpamKiller 4.0, and Spam Inspector for AOL 3.0.

## **Prohibited downloads**

The following downloads are not allowed on company computer resources unless approved by IT.

### **Kazaa Media Desktop**

Peer-to-peer file-sharing applications have come under scrutiny in recent years for their ability to allow users to share copyrighted material and for the network resources that they consume.

### **iMesh**

As with Kazaa Media Desktop, this application is not allowed because it could facilitate users sharing copyrighted files on the company network. Such applications can also contain third-party applications, so called adware or spyware, that collect information about a user's Web surfing habits, change system settings, or place unwanted advertising on the local computer.

### **Morpheus (all versions)**

Use of this P2P file-sharing program is prohibited.

### **WinMX**

Use of this P2P file-sharing program is prohibited.

### **LimeWire**

Use of this P2P file-sharing program is prohibited.

### **Grokster**

Use of this P2P file-sharing program is prohibited.

### **BearShare**

Use of this P2P file-sharing program is prohibited.

### **ZoneAlarm**

While security is an issue that every employee can help manage, IT does not allow the use of personal firewalls on company equipment.

### **Any third-party screen saver or wallpaper**

This is to prevent images that might be deemed offensive by some staff members from being displayed on company monitors. Employees will use the default screen savers available on their local machines.

### **Games**

Because games provide no benefit to our organization and have a tendency to affect productivity, they are not allowed on company machines. Telecommuters who use their own local machines on which to work are exempt from this policy. However, those who use company-purchased machines must abide by this rule.

*Disclaimer: This policy is not a substitute for legal advice. If you have legal questions related to this policy, see your lawyer.*

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