



Acceptable Use Policy

1. Brief

The Information Communication and Media Act of Bhutan 2018 along with Bhutan Telecommunications and Broadband Policy, Information and Media Policy, Social Media Policy for the Royal Government of Bhutan and Policy Guideline on Information Sharing governs and guides the use of ICT in Bhutan.

This Acceptable Use Policy (AUP) mandated by the Department of Information Technology under the Ministry of Information and Communications sets forth the principles and ethics that govern the use of ICT Services. It is designed to help protect other users, and the Internet community, from irresponsible, abusive or illegal activities.

2. Scope

The AUP shall be applicable to all the employees and visitors of MoH and health facilities under the ministry.

3. Computer, email and internet usage

- Employees or visitors are expected to use the Internet responsibly and productively. Internet access is limited to job-related activities only and personal use is not permitted
- Job-related activities include research and educational tasks that may be found via the Internet that would help in an employee's role
- All Internet data that is composed, transmitted and/or received by <company's> computer systems is considered to belong to <company> and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties



- The equipment, services and technology used to access the Internet are the property of government (RGoB) and the RGoB reserves the right to monitor Internet traffic and monitor and access data that is composed, sent or received through its online connections
- Emails sent via the company email system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language/images
- All sites and downloads may be monitored and/or blocked by <company> if they are deemed to be harmful and/or not productive to business
- The installation of unauthorized software such as torrent apps is strictly prohibited

4. Unacceptable use includes, but is not limited to:

- Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via <company's> email service
- Using computer, phone or official network to perpetrate any form of fraud, and/or software, film or music piracy
- Stealing, using, or disclosing someone else's password without authorization
- Downloading, copying or pirating software and electronic files that are copyrighted or without authorization
- Sharing confidential material, trade secrets, or proprietary information outside of the organization
- Hacking into unauthorized websites
- Sending or posting information that is defamatory to the government, its products/services, colleagues and/or others
- Introducing malicious software onto the MoH network and/or jeopardizing the security of the office's electronic communications (network/email) systems
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities



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ROYAL GOVERNMENT OF BHUTAN, MINISTRY OF HEALTH
THIMPHU: BHUTAN – 11001



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- Passing off personal views as representing those of the official opinion

If an employee is unsure about what constituted acceptable Internet usage, then he/she should ask his/her supervisor for further guidance and clarification

All terms and conditions as stated in this document are applicable to all users of <MoH's> network and internet connection. All terms and conditions as stated in this document reflect an agreement of all parties and should be governed and interpreted in accordance with the policies and procedures mentioned above. Any user violating these policies is subject to disciplinary actions deemed appropriate by ministry.

5. User compliance

I understand and will abide by this AUP. I further understand that should I commit any violation of this policy, my access privileges may be revoked, disciplinary action and/or appropriate legal action may be taken.

User signature

Date