

Bank:

INTERNET ACCESS INTERNAL AUDIT

Date:

### INTERNET ACCESS POLICY:

Scope The scope of the examination is limited to review of and inquiry regarding policies and procedures over internet usage including electronic email, access and monitoring of such.

Policy and supervision  
Risk management  
Monitoring Internet access and use  
Electronic mail guidelines  
Training and communication of policy requirements

Authority and responsibility  
Internet access and use guidelines  
Downloading software from the  
Consequences for policy exceptions  
Internal monitoring

### SIGNED NOTES

#### I **Policy and Supervision**

The policy of the Bank should be reviewed and approved by the Board of Directors as well as all subsequent changes.

#### II **Authority and Responsibility**

- A. The policy should assign responsibility for oversight of Internet access and ties to a specific individual or committee within the Bank's management team.
- B. The Board should receive periodic reports addressing areas of risk.

#### III **Risk Management**

- A. The policy should set guidelines that identify, measure and monitor risks associated with and Internet access.

#### IV **Internet Access and Use Guidelines**

- A. The policy should establish the following:
  - 1. Criteria necessary for employees to access the internet
  - 2. An employee designated to initiate/terminate internet access for employees.
  - 3. What Bank software and hardware may be used for internet access.
  - 4. The Bank's authority in blocking access to any Web sites not specifically related to banking business.
  - 5. The training necessary for employees to use the Internet in a professional manner.
  - 6. The repercussions that may result for failure to follow established the Bank's Internet Access Policy.

#### V **Monitoring Internet Access and Use**

A. The Bank should identify the manager(s) responsible for monitoring employees Internet access and usage.

B. Procedures for detected violations to policy should be detailed and followed.

**VI Downloading Software from the Internet**

The policy should detail guidelines for downloading software from the Internet and address the following:

1. Virus checks
2. Software review
3. Legal issues
4. Copyright protections
5. Business use
6. Response to usage questions

**VII Electronic E-Mail Guidelines**

A. The policy should establish guidelines for Internet e-mail activities including (but not limited to) the following:

1. Employees allowed access to e-mail.
2. Informing employees of e-mail limitations regarding privacy, confidentiality and integrity of data.
3. Limitations of e-mail message content.
4. Potential use of e-mail messages for litigation purposes.
5. Virus check requirement for e-mails containing attachments.

**VIII Consequences for Policy Exceptions**

A. Determine that the policy addresses:

1. Consequences and disciplinary actions that may result from inappropriate use or misuse of Internet activities.
2. Examples of inappropriate, abusive and prohibited Internet activities.

**IX. Training and Communication of Policy Requirements**

A. The policy should identify the training to be performed and individuals responsible for conducting training pertaining to Internet access.

**Comments:**

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