



དཔལ་ལྷན་འབྲུག་གཞུང་།  
ཐིམ་ཕུ་རྫོང་ཁག་བདག་སྐྱོང་།  
ROYAL GOVERNMENT OF BHUTAN  
THIMPHU DZONGKHAG ADMINISTRATION  
"Reaching the unreached"

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**Acceptable Use Policy (AUP), for ICT Services.**

**1. Background**

As per the instruction from Department of Information Technology and Telecom, Ministry of Information and Communication, to come up with the AUP in the respective organisation. ICT Section, Thimphu Dzongkhag Administration have developed this AUP, which will guide while availing ICT services

The intention for publishing this AUP is not to impose restrictions but to protect employees from illegal and damaging actions either knowingly or unknowingly by users. Further, to ensure effective security in the information system.

Therefore it is designed to help users to use Dzongkhag ICT Services ethically and to protect the internet community from irresponsible, abusive or illegal activities.

**2. Scope**

This AUP is applicable to all Dzongkhag ICT service users. Therefore all users are responsible for appropriate use of information, electronic device and network resources in accordance with Thimphu Dzongkhag Administration's policies and standards, and local laws and regulations.

**3. AUP recommendations:**

- Users are expected to use the Internet responsibly and productively. Internet access is limited to job-related activities only.
- All Internet data that is composed, transmitted and/or received by the user's computer systems is considered to belong to the Dzongkhag and is recognized as part of its official data.



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- The services and technology used to access the Internet are the property of Dzongkhag and the Dzongkhag reserves the right to monitor Internet traffic and access data that is composed, sent or received through its online connections
- Official emails 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 the ICT section if they are deemed to be harmful and/or not productive to public service delivery.
- Users are expected to respect the legal protections to data and software provided by copyright and licenses.
- Keep your login accounts and password secured.

**4. AUP Prohibits the following but not limited to:**

- Stealing, using, or disclosing someone else's password without authorization
- Sharing confidential material, trade secrets, or proprietary information outside of the organization
- Introducing malicious software onto the Dzongkhag network and/or jeopardizing the security Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via official email
- Passing off personal views as representing those of the organization

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ICT Section: Tele. No. 00975-2-322328(O) Fax No. 00975-2-324611 Email: [helpdesk@thimphu.gov.bt](mailto:helpdesk@thimphu.gov.bt)  
[www.thimphu.gov.bt](http://www.thimphu.gov.bt)





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- Using computers to perpetrate any form of fraud, and/or software, film or music piracy
- Downloading, copying or pirating software and electronic files that are copyrighted or without authorization
- Sending or posting information that is defamatory to the organization, its products/services, colleagues and/or customers of the organization's electronic communications systems
- Deliberate unauthorized access to Dzongkhag networked facilities or services.
- Creation or Transmission or causing the transmission of pornographic, racist or extreme political nature, or which incites violence, hatred or any illegal activity.
- Adding, removing, or modifying identifying network header information in an effort to deceive or mislead.
- Attempting to impersonate any person by using forged headers or other identifying information.
- Sending unsolicited commercial email or unsolicited bulk-emails (spam) or junk-mails.
- Attempting to circumvent user authentication or security of any host, network, or account. This includes, but is not limited to, accessing data not intended for the customer, logging into a server or account that the customer is not expressly authorized to access, or probing the security of service provider servers and networks.

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