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Titolo	The e-policy handbook : rules and best practices to safely manage your company's e-mail, blogs, social networking, and other electronic communication tools // Nancy Flynn
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Nota di bibliografia	Includes bibliographical references (p. 287-309) and index.
Nota di contenuto	Contents; PART ONE: Electronic Business Communication Rules; PART TWO: E-Mail Rules; PART THREE: Privacy, Confidentiality, and Data Security Rules; PART FOUR: Content, Personal Use, and Netiquette Rules; PART FIVE: Instant Messaging Rules; PART SIX: Internet Rules: Web, Blog, Social Networking, and Video Site Risks, Rules, Policies, and Best Practices; PART SEVEN: Software Rules; PART EIGHT: Cell Phone and Texting Rules; PART NINE: Monitoring and Compliance Rules: Minimize Risks-and Maximize Compliance-with Training, Discipline, and Monitoring; PART TEN: User Rules PART ELEVEN: Electronic Writing RulesAPPENDICES; Notes; Index; About the Author
Sommario/riassunto	A single off-color e-joke can land a company in court. Now updated, here is crucial protection against litigation, theft, and squandered resources.