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Autore	Flynn Nancy <1956->
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Note generali	Title from title screen.
Nota di bibliografia	Includes bibliographical references and index.
Nota di contenuto	Intro -- Contents -- Foreword -- Preface -- Getting Started: Assessing Your Organization's E- Risks -- Introduction -- Forming Your E- Policy Team -- Conducting a Comprehensive E- Audit -- Developing E- Risk Management, E- Security, and E- Insurance Policies to Limit Liabilities -- Cyberlaw Issues -- Developing an Effective E- Risk Management Policy -- A Computer Security Policy to Reduce External Risks -- Using Cyberinsurance Policies to Help Manage E- Risks -- Crafting Effective E- Mail, Internet, and Software Policies -- The Basics of E- Policy Development -- E- Mail Policy Considerations -- A Netiquette Primer for Employees and Managers -- Internet Policy Considerations -- Software Policy Considerations -- Establishing an Electronic Writing Policy for Employees -- E- Writing Guidelines Ensure SpeedyÛ and SafeÛ Communication -- Powerful and Persuasive, Safe and Secure Electronic Writing -- The ABCs of Effective Electronic Business Writing -- Watch Your Cyberlanguage -- Formatting Written E- Policies, E- Mail Messages, and Internet Copy -- Getting Employees On- Board with Your Online Policy -- Rallying the Support of Managers -- Instilling a Sense of E- Policy Ownership among Employees -- Responding to E- Crises and Recapping E- Policy Needs -- Fighting Internet Disaster -- E- Policy Dos and Don'ts -- E- Policy Development and Implementation Checklist for Employers -- Sample E- Mail, Internet, and Computer Use

Policies -- Sample E- Risk Management Policy -- Sample Software Usage Policies -- Glossary of Computer and Electronic Writing Terms -- Resources and Expert Sources -- Suggested Reading -- NOTES -- Index.

Sommario/riassunto

Regulating company e-mail and Internet usage isn't a big brother tactic. These days, it's just smart business. That's because trillions of e-mails travel each year through corporate networks -- and they're not all work-related. From off-color jokes to pornographic images, from software pirates to eBay addicts, digital abuse has left companies wide open to liability risks, security breaches, and productivity nosedives. The most effective -- and least used -- way for a company to protect itself is by developing clear, comprehensive e-policies. And this completely thorough, up-to-date, and readable e-policy survival kit will make it easy. Packed with step-by-step guidelines, sample policies, and e-disaster stories, The E-Policy Handbook helps readers: Realize the magnitude of e-risks -- Understand cyberlaws -- Gauge the vulnerability of their organization -- Purchase protective cyber-insurance -- Write and format top-notch e-policies -- Train employees about on-line policies -- Draft an e-crisis communications plan, and more.
