# 

**Thank you for downloading this employee monitoring starter kit from CurrentWare.** When you first introduce our monitoring solutions to your organization, your employees and managers are bound to have questions about how they will be implemented.

We’ve created this kit to help you get the most out of your workforce analytics efforts. Each of these assets are designed to help you demonstrate the value of employee monitoring to your organization and communicate your intended use of our [PC activity monitoring solutions](https://currentware.com/products/currentware-suite/).

**Have more questions?** [Get in touch with us!](https://www.currentware.com/contact/) **📩**

Table of Contents

[What Comes in the Kit?](#_p46zr3x68a2h)

[Employee Monitoring Best Practices Whitepaper](#_p7xppk9fuokq)

[Policy Templates](#_4wfm15oawq6)

[Workplace Monitoring Policy Template](#_qptydfqo16dg)

[Acceptable Internet Use Policy](#_9jn2d9a96yf3)

[Introducing CurrentWare](#_g7gljxw0rioy)

[Employee FAQs](#_pg52b39wuv3v)

[Presentation: Introducing CurrentWare to Managers](#_mlmeed2n3a27)

[Presentation: Introducing CurrentWare to Employees](#_grxe661fzbjr)

[Presentation: CurrentWare Suite Overview](#_ik9o00cgol1e)

[Email Templates](#_pxbqnp3tum6j)

[Warning Letter to Employee for Internet Usage](#_qtkjkbehbb09)

[Employee Monitoring Disclosure](#_hzewttwq5set)

[More Resources](#_lfywjr5ys3tn)

[Sign Up for Our Email Newsletter](#_c8n4rdsru88r)

[More CurrentWare Articles](#_h2ovj7yxcyo1)

[Subscribe to CurrentWare on YouTube](#_i1bw75cfryr7)

[CurrentWare’s Social Media Channels](#_ntbzmrwanph4)

[Facebook](#_ewvb0ltj5sxt)

[Twitter](#_bh2qqidi4rhh)

[LinkedIn](#_weqn71pqm19v)

[Learn More About CurrentWare](#_rp323hixbz3)

[About CurrentWare](#_1a4wjycvr2pn)

[Our Products](#_gr6twtlpe2nj)

[Test Drive the Live Demo](#_raozjpxxjdbp)

[CurrentWare Customer Case Studies](#_mddvnrccq3h6)

# What Comes in the Kit?

## Employee Monitoring Best Practices Whitepaper

This is a PDF copy of our whitepaper [Employee Monitoring: Best practices for balancing productivity, security and privacy](https://www.currentware.com/employee-monitoring-best-practices/). This whitepaper covers the best practices for ensuring that your organization monitors its employees in a way that is transparent, minimally invasive, and respectful of employee privacy.

## Policy Templates

### Workplace Monitoring Policy Template

This template provides your organization with the framework for an employee privacy policy that outlines what data is being collected, how it will be used, and how it will be protected from misuse. This document is essential for establishing the privacy rights and expectations that your employees should have during their employment.

### Acceptable Internet Use Policy

This internet usage policy provides guidelines for the acceptable use of the internet, computers, email, and other forms of technology used in connection with your organization. It helps set expectations for the acceptable use of the internet so your employees understand what behavior will and will not be tolerated in the organization.

## Introducing CurrentWare

The assets in this folder include presentations for informing your employees and managers about how your organization will use CurrentWare. From a transparency standpoint these presentations compliment the policies by giving employees and managers an opportunity to understand the high-level goals of employee monitoring. They’ll also have an opportunity to ask questions and have a discussion about any concerns or suggestions that they may have.

### Employee FAQs

This document includes the most frequently asked questions that your employees may have when it comes to introducing monitoring software to your organization.

### Presentation: Introducing CurrentWare to Managers

The key role of managers is ensuring that employee data is used appropriately, answering any concerns that their team members may have, and suggesting improvements that the organization can implement.

This slide deck helps empower managers with a brief overview of CurrentWare’s PC monitoring solutions, bullet points regarding what data is collected and how it will be used by your organization, common FAQs they can expect from their team members, and their role as managers in making employee monitoring successful in your organization.

### Presentation: Introducing CurrentWare to Employees

Once your managers have been briefed on their roles and responsibilities, this presentation can be used to spark a dialogue with your employees. This presentation emphasizes what is being tracked, how their data will be used, the measures your organization will take to ensure data privacy and security, and your organization’s goals.

### Presentation: CurrentWare Suite Overview

This presentation provides a high-level overview of CurrentWare’s PC monitoring and endpoint security solutions. This is best used to explain why your organization has chosen CurrentWare as its monitoring solution provider and introduce the solutions from a high-level technical standpoint.

## Email Templates

### Warning Letter to Employee for Internet Usage

CurrentWare’s PC usage monitoring software BrowseReporter tracks internet browsing and application usage, making it an essential tool for detecting high-risk and inappropriate computer activities.

Once policy-breaking behavior is discovered you can use this email template to notify employees that their web browsing and other computer usage has gone against what is considered acceptable for your organization.

### Employee Monitoring Disclosure

In addition to the policies and presentations this email template acts as an additional touch point to notify employees about your organization’s intent to monitor their computer activity. This provides employees with a reminder of their privacy expectations and gives them an additional opportunity to voice any comments or concerns they may have.

# More Resources

**Want more information, best practices, and other valuable resources from CurrentWare?** We regularly publish videos, whitepapers, articles, and other resources to help you get the most out of our software. Visit these links to learn more and subscribe to see more content from CurrentWare in the future.

## [Sign Up for Our Email Newsletter](https://www.currentware.com/newsletter/)

## [More CurrentWare Articles](https://www.currentware.com/blog/)

## [Subscribe to CurrentWare on YouTube](https://youtube.com/user/currentware)

## CurrentWare’s Social Media Channels

### [Facebook](https://www.facebook.com/CurrentWareInc/)

### [Twitter](https://twitter.com/CurrentWare)

### [LinkedIn](https://ca.linkedin.com/company/currentware)

## Learn More About CurrentWare

### [About CurrentWare](https://www.currentware.com/about-currentware/)

### [Our Products](https://www.currentware.com/products/currentware-suite/)

### [Test Drive the Live Demo](https://www.currentware.com/demo/)

### [CurrentWare Customer Case Studies](https://www.currentware.com/customers/)

**Have more questions?** [Get in touch with us!](https://www.currentware.com/contact/) **📩**

# 