

Basic Internet Usage Policy

1. Purpose

This policy outlines the acceptable use of internet resources at [Organization Name]. Its purpose is to protect the organization, its employees, and its resources.

2. Scope

This policy applies to all employees, contractors, and temporary staff who access the organization's internet and network resources.

3. Acceptable Use

- Internet access is provided primarily for business purposes.
- Limited personal use is allowed, provided it does not interfere with work duties.
- Users must comply with all applicable laws and regulations.

4. Prohibited Use

- Accessing, downloading, or distributing offensive or illegal material.
- Engaging in activities that compromise network security.
- Using internet resources for personal commercial gain.

5. Monitoring

Internet usage may be monitored for compliance with this policy.

6. Violations

Violations of this policy may result in disciplinary action, up to and including termination.

7. Policy Review

This policy will be reviewed periodically and updated as necessary.