Company Internet Policy Outline

1. Purpose

Define the purpose of the Internet policy and its intended objectives within the company.

2. Scope

Specify to whom the policy applies (e.g., all employees, contractors, interns).

3. Acceptable Use

- Permitted activities and appropriate use of internet resources.
- Guidelines for work-related internet usage.

4. Prohibited Use

- Activities forbidden under this policy (e.g., accessing inappropriate sites, downloading unauthorized software).
- Use of company resources for personal gain or non-business activities.

5. Security & Monitoring

- Details on IT monitoring and data security practices.
- Employee responsibilities to maintain security.

6. Confidentiality

- Obligations to protect company confidential data while using the internet.
- Handling of sensitive information online.

7. Consequences of Policy Violation

- Outline of disciplinary actions for non-compliance.
- Reporting process for suspected violations.

8. Review and Updates

Specify review frequency and process for updating the policy.

9. Acknowledgement

Section for employees to confirm they have read and understood the policy.