Employee Internet Usage Framework Template

Document Version: _____

Date: _____

Approved by: _____

1. Purpose

This framework sets the guidelines for appropriate internet usage within the organization to ensure productivity, security, and responsible use of company resources.

2. Scope

This policy applies to all employees, contractors, consultants, and temporary staff who have access to the companyâ€™s internet and network resources.

3. Acceptable Usage

- Business-related research and communications
- Access to work-related platforms, tools, and services
- Professional development and training

4. Prohibited Usage

- Visiting inappropriate or illegal websites
- Downloading unauthorized software or content
- Engaging in online harassment or discrimination
- Excessive personal browsing during work hours

5. Monitoring and Privacy

The organization reserves the right to monitor internet usage in accordance with applicable laws to ensure compliance with this framework.

6. Security Guidelines

- Do not share passwords or credentials
- Report suspicious emails or websites to IT
- Refrain from downloading attachments from unknown sources

7. Roles and Responsibilities

Role	Responsibility
Employees	Comply with the framework and report violations
IT Department	Monitor usage and enforce security controls
Management	Review policy and address violations

8. Violations and Consequences

Any employee found in violation of this framework may be subject to disciplinary action, up to and including termination of employment.

9. Review and Update

This framework will be reviewed annually and updated as necessary.

10. Acknowledgement

I acknowledge that I have read, understand, and agree to follow the Employee Internet Usage Framework.

Employee Name: _____

Signature: _____ Date: _____