Internet Usage Policy

This template can be used as a starting point for your organization's Internet Usage Policy. Please customize the sections as needed.

---

1. Purpose

Describe the primary objective of this policy. For example: "This policy outlines guidelines for appropriate use of the internet by employees of [Organization Name] during work hours and using company resources."

2. Scope

Define to whom and what the policy applies. For example: "This policy applies to all employees, contractors, interns, and temporary staff who have access to the internet through [Organization Name]'s systems."

3. Acceptable Use

- Accessing websites and online resources necessary for job duties
- Using company email and communication platforms for business purposes
- Downloading files essential to work tasks
- [Add or edit acceptable uses specific to your organization]

4. Unacceptable Use

- Accessing inappropriate or offensive websites
- Engaging in illegal activities online
- Downloading unauthorized or pirated materials
- Excessive personal use that interferes with work productivity
- [Add or edit unacceptable uses specific to your organization]

5. Monitoring and Privacy

Outline whether internet activity will be monitored and the expectations of privacy. For example: "[Organization Name] reserves the right to monitor all internet usage to ensure compliance with this policy. Users should not expect privacy when using company systems."

6. Security

Explain security responsibilities, such as not sharing passwords, reporting suspicious emails, and avoiding downloading unverified attachments.

7. Policy Violations

Specify consequences of violating the policy, such as disciplinary action or termination of access.

8. Acknowledgment

Detail how employees acknowledge and accept the policy (for example, by signing a form or electronically accepting the policy).

[Organization Name]
Date of Issue: _____
Policy Review Date: _____