

# Office Internet Use Agreement

This is a sample skeleton of an Office Internet Use Agreement. Please customize as needed.

## 1. Purpose

The purpose of this agreement is to outline the acceptable use of internet resources at [Company Name].

## 2. Scope

This agreement applies to all employees, contractors, and temporary staff who access the internet using company hardware or networks.

## 3. Acceptable Use

- Internet resources should be used for business purposes only.
- Users must comply with all applicable laws and company policies while online.
- Personal use of the internet should be minimal and not interfere with work duties.

## 4. Prohibited Activities

- Accessing, downloading, or distributing illegal or inappropriate material.
- Sharing confidential company information without authorization.
- Engaging in activities that compromise network security.

## 5. Monitoring

[Company Name] reserves the right to monitor internet usage to ensure compliance with this agreement.

## 6. Violations

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

Employee Name:

Signature:

Date: