

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:
