

Organization Internet Policy Draft Template

1. Purpose

This policy outlines the acceptable use of the internet within *[Organization Name]*. It is designed to protect employees and the organization by ensuring safe, responsible, and productive internet usage.

2. Scope

This policy applies to all employees, contractors, and temporary staff who access the internet using *[Organization Name]*'s network or devices.

3. Acceptable Use

- Internet access is provided for business-related purposes only.
- Users must respect copyright and licensing agreements.
- No unauthorized downloading or installation of software is permitted.
- Personal use should be limited and must not interfere with work duties.

4. Prohibited Use

- Accessing, downloading, or sharing offensive, illegal, or inappropriate content.
- Attempting to bypass network security or access restricted sites.
- Engaging in activities that could harm the organization's network or reputation.
- Using the internet for personal commercial purposes or solicitation.

5. Security

- Users must not disclose login credentials to unauthorized persons.
- All devices should be kept updated with approved security software.
- Suspicious emails or activities must be reported to IT immediately.

6. Monitoring

Internet usage may be monitored and logged to ensure compliance with this policy. Users should have no expectation of privacy when using organizational resources.

7. Enforcement

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

Document Control

Version: 1.0

Prepared by: *[Name]*

Effective Date: *[Date]*

