

# Organization Internet Policy Draft Template

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## 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.

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## Document Control

**Version:** 1.0

**Prepared by:** *[Name]*

**Effective Date:** *[Date]*

