

Blank Organization Acceptable Internet Use Policy

Policy Number: _____

Effective Date: _____

Review Date: _____

1. Purpose

The purpose of this policy is to outline the acceptable use of internet resources at Blank Organization. These rules are in place to protect both the employee and the organization.

2. Scope

This policy applies to all employees, contractors, and temporary staff who have access to the internet through organization-owned or personally-owned devices while connected to the organization's network.

3. Acceptable Use

- Use the internet primarily for business-related purposes in the performance of job responsibilities.
- Limited personal use is permitted if it does not interfere with job duties or system operations.
- Respect copyright, licensing agreements, and intellectual property rights on the internet.
- Maintain confidentiality of organizational and client information.

4. Unacceptable Use

- Accessing, storing, or distributing offensive, obscene, or inappropriate material.
- Unauthorized downloading or installation of software.
- Engaging in activities that compromise network security or stability.
- Participating in illegal activities, including copyright infringement.
- Using organizational resources for personal business or commercial benefit.

5. Monitoring and Privacy

All internet usage may be monitored and logged by Blank Organization. Users should have no expectation of privacy when using organizational systems and networks.

6. Policy Violations

Any violation of this policy may result in disciplinary action, up to and including termination of employment or contract, and possible legal action.

7. Acknowledgment

By accessing the organizationâ€™s internet resources, you acknowledge that you have read, understood, and will comply with this Acceptable Internet Use Policy.

Employee Name (Print)

Employee Signature

Date: _____