

Personal Device Internet Usage Policy

1. Purpose

The purpose of this policy is to establish guidelines for the acceptable use of personal devices when accessing the internet for work-related activities.

2. Scope

This policy applies to all employees, contractors, and temporary staff who use personal devices to access the organization's network or internet resources.

3. Policy

- Personal devices may be used for work purposes with prior authorization.
- Users must ensure their devices adhere to the organization's security standards.
- Confidential or sensitive data must not be downloaded or stored on personal devices unless authorized.
- Internet usage must comply with the organization's acceptable use policy.
- Employees are responsible for maintaining the security of their personal devices.
- The organization reserves the right to restrict or monitor internet access on personal devices used for work.

4. Responsibilities

- Employees are responsible for safeguarding organizational data accessed via personal devices.
- IT staff may provide support to ensure compliance with this policy.

5. Enforcement

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

6. Acknowledgement

I acknowledge that I have read and understood the Personal Device Internet Usage Policy and agree to comply with its terms.

Name: _____

Signature: _____

Date: _____