

# 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: \_\_\_\_\_