

Company Internet Access Policy

Effective Date: _____

Last Reviewed: _____

1. Purpose

The purpose of this Internet Access Policy is to outline the acceptable use of internet resources at [Company Name]. Inappropriate use exposes the company to risks including virus attacks, compliance violations, and legal issues.

2. Scope

This policy applies to all employees, contractors, and temporary staff with internet access provided by [Company Name].

3. Policy

- Internet access is provided for business purposes related to your job responsibilities.
- Personal use of the internet should be limited and must not interfere with work duties or violate company policies.
- The following activities are strictly prohibited:
 - Accessing, downloading, or sharing illegal, offensive, or inappropriate material
 - Engaging in activities that may compromise network security (e.g., introducing malware, phishing, unauthorized access)
 - Streaming or downloading large files not related to business activities
 - Using internet resources for personal financial gain or non-business purposes
- Employees must not share company credentials, passwords, or access rights with unauthorized individuals.
- All internet activity may be monitored and logged for security and compliance.

4. Enforcement

- Violations of this policy may result in disciplinary action, up to and including termination of employment.
- Illegal activities may be reported to the appropriate authorities.

5. Review and Modification

This policy will be reviewed annually and updated as needed. Employees will be notified of any changes.

6. Acknowledgement

I have read, understand, and acknowledge the Company Internet Access Policy.

Name: _____

Signature: _____

Date: _____