

# Corporate Internet Access Policy Example

## 1. Purpose

This policy outlines the acceptable use of internet resources for all employees, contractors, and temporary staff at [Company Name]. Its purpose is to protect the integrity, security, and availability of the organization's information systems.

## 2. Scope

This policy applies to all individuals granted access to [Company Name]'s internet and network resources, whether from company premises, remote locations, or using company-owned devices.

## 3. Acceptable Use

- Internet access is provided for business-related purposes only.
- Users must act responsibly and ensure their activities do not compromise the company's reputation or network security.
- Incidental personal use is permitted if it does not interfere with business operations or violate policy terms.

## 4. Prohibited Use

- Accessing, downloading, or distributing inappropriate, offensive, or illegal material.
- Engaging in activities that could harm the company's systems or data (e.g., introducing malware, phishing).
- Using company internet for excessive personal streaming, gaming, or social media during work hours.
- Sharing confidential information externally without proper authorization.

## 5. Security and Monitoring

- All internet usage may be monitored and logged for compliance, security, and troubleshooting purposes.
- Users are required to report any suspicious activity or security incidents to IT staff immediately.

## 6. Enforcement

- Violations of this policy may result in disciplinary action, including loss of access privileges, suspension, or termination of employment.
- Illegal activities may be reported to appropriate law enforcement authorities.

## 7. Review and Amendments

This policy is subject to review on an annual basis and may be updated as required by technological or organizational changes.

## 8. Acknowledgement

All users must acknowledge that they have read, understood, and agreed to comply with this Internet Access Policy.