Internet Usage Policy Sample Outline

1. Purpose

Outline the purpose of the policy and its scope within the organization.

2. Scope

Define to whom the policy applies (e.g., all employees, contractors, etc.).

3. Acceptable Use

- Permitted activities and resources
- Examples of acceptable personal use
- Business-related usage

4. Prohibited Use

- Accessing offensive or illegal content
- Unauthorized downloading or distribution
- Use of the internet for personal gain
- Excessive non-work-related usage

5. Security and Monitoring

- Expectation of privacy
- Monitoring procedures
- Reporting security incidents

6. Enforcement

- Consequences of policy violation
- Disciplinary actions

7. Policy Review

- Frequency of policy reviews
- Responsibility for updates

Document Control

- Version history
- Approval signatures
- Effective date