

Office Internet Acceptable Use Policy

1. Purpose

The purpose of this policy is to outline the acceptable use of internet resources at the office. This is to protect both the organization and employees from risks including malware, loss of productivity, and legal issues.

2. Scope

This policy applies to all employees, contractors, consultants, temporary staff, and other workers at the organization who access internet services with company-owned equipment or on company premises.

3. Acceptable Use

- Internet use must be work-related and support business activities.
- Users must respect copyright laws and licensing agreements.
- Do not access, download, or distribute offensive or inappropriate material.
- Email and other communications should be professional and appropriate.
- Reasonable personal use is permitted as long as it does not interfere with work responsibilities.

4. Prohibited Use

- Using the internet for illegal purposes or activities.
- Accessing, transmitting, or storing obscene or offensive content.
- Performing unauthorized network scans or security testing.
- Uploading or downloading pirated software or materials.
- Engaging in activities that may harm company systems or reputation.

5. Security and Monitoring

- The company may monitor internet usage to ensure compliance.
- Users must not attempt to bypass security controls or monitoring systems.
- Report any suspected security incident to IT immediately.

6. Disciplinary Action

Violation of this policy may lead to disciplinary action, up to and including termination of employment or legal action.

7. Policy Review

This policy will be reviewed annually and updated as necessary.