

Organizational Internet Use Policy Guideline

1. Purpose

This document provides policy guidelines for the acceptable use of the Internet by employees within the organization. The aim is to ensure that Internet resources are used efficiently, safely, and for work-related purposes.

2. Scope

This guideline applies to all employees, contractors, consultants, temporaries, and other workers at the organization, including all personnel affiliated with third parties.

3. Acceptable Use

- Internet resources must be used primarily for organizational activities and official business.
- Incidental personal use must not interfere with work duties or organizational operations.
- Confidential and sensitive information must not be shared over unsecured websites or channels.

4. Prohibited Use

- Accessing, posting, or downloading offensive, illegal, or inappropriate materials is strictly forbidden.
- Using the Internet for personal financial gain, business, or commercial ventures unrelated to the organization is not allowed.
- Circumventing network security measures or attempting unauthorized access to systems is prohibited.

5. Monitoring

The organization reserves the right to monitor and log Internet usage to ensure compliance with this guideline.

6. Security

- Users must not download or install unauthorized software or files from the Internet.
- All downloads must be checked for viruses and malware.

7. Enforcement

Violations of this guideline may result in disciplinary action, up to and including termination of employment and legal action.

Effective Date: _____

Approved By: _____