

Workplace Acceptable Internet Usage Policy

Document Version: [Blank Sample]

1. Purpose

This policy outlines the acceptable use of the internet, email, and online resources at [Company Name]. The intent is to ensure safe, lawful, and responsible usage of digital resources provided by the company.

2. Scope

This policy applies to all employees, contractors, and temporary staff who use, access, or manage company internet and network resources.

3. Acceptable Use

- Use the internet primarily for official and work-related activities.
- Access only authorized websites and online services necessary for your role.
- Report any suspicious or inappropriate material encountered online.
- Respect copyright, trademark, and licensing agreements when using content.

4. Prohibited Use

- Accessing, downloading, or distributing offensive, illegal, or inappropriate content.
- Unauthorized sharing of confidential or sensitive company information.
- Engaging in online gambling, hacking, or other malicious activities.
- Excessive personal use that interferes with work responsibilities.

5. Security

- Do not share login credentials or passwords.
- Immediately report any suspected security incident or breach.
- Ensure all software and browsers are updated as directed by IT.

6. Monitoring

The company may monitor internet, email, and network usage to ensure policy compliance. Usage is not guaranteed to be private.

7. Policy Compliance

- Violations of this policy may result in disciplinary action, up to and including termination.
- Employees must acknowledge understanding and acceptance of this policy.

8. Review

This policy will be reviewed periodically and updated as necessary.

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