

# 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.

*[End of Document]*