

# Internet Usage Policy

This Internet Usage Policy is applicable to each employee of [company name], which requires computer and Internet access for their work. Utilizing the Internet is allowed and supported as long as the purpose of such usage is to meet the goals of the company. Each employee must comply with the rules listed in the policies. Breaching the policies could lead to legal measures taken against the worker. One of these measures is the cessation of employment. Each of the staff members must realize their responsibility in case of damaging the business as a result of such violations. Each employee has to examine the policy thoroughly and confirm that they fully understand and agree with it.

## Accepted and supported computer and Internet usage:

- The Internet usage is supported as long as it helps in increasing productivity and it is conducted responsibly;
- All the data shared, posted and received via the company equipment belongs to the company. It should be managed appropriately and accordingly to the legal policies of the company;
- The equipment available for employees at the working place belongs to the company, and its management has all the rights to monitor the Internet activity of all workers. The data transmitted, created and received via the company's equipment can be monitored as well;
- Electronic mail exchanged via the company Internet should not include any offensive and/or harmful content. Such content involves language and imagery that could be considered as harassment or vulgarity;
- Any website and downloaded content can be monitored by the company. They can be banned and blocked by the company if considered harmful to productivity and business as a whole.

## Unacceptable ways of using the Internet at the working place:

- Distributing harassing, violent, discriminating or hateful messages and imagery by the means of company equipment;
- Utilizing the Internet and computers at the working place in order to commit any kind of illegal activity, including piracy of music, movies, and other content;
- Appropriating someone's login information and using it without permission;
- Illegally downloading, managing or uploading copyrighted content via the company computers;
- Distributing secret company information outside the company;
- Posting derogatory information regarding the company, its owners or other employees;
- Installing inappropriate software that could be harmful to the equipment and network at the working place;
- Distributing spam emails and posts via the company equipment and the Internet;
- Posting information based on your personal beliefs and presenting it as those shared by the whole company.

Each employee should consult with their manager or supervisor in the event of not knowing or being unsure about which actions and information are considered unacceptable.

All the requirements listed above apply to every user of the company equipment and network. Any violation of the set rules can result in legal actions taken by the [company name] against the person violating the policy.

## The Employee Compliance

I have read and agreed to all the rules stated in the Internet Usage Policy. I will not violate any of the regulations and will not be involved in any inappropriate conduct hereafter.

The employee's signature \_\_\_\_\_ Date \_\_\_\_\_

Any breaches of the policy can be addressed by the network administrator, who is given control to oversee what downloads and site browsing is occurring on the network and the Internet within the workplace, through a user-friendly interface.