

Sample Internet Usage Policy Document

This policy applies to **all** employees when using the Internet in "COMPANY NAME" and on behalf of "COMPANY NAME"

Internet Rules

1. "COMPANY NAME" Internet connections are intended for activities that either support "COMPANY NAME" business or the professional development of employees. Web surfing unrelated to these activities is strictly forbidden. Staff members whom in the opinion of management have abused this will be subject to disciplinary sanction.
2. General Internet access will only be provided to authorized personnel. Authorized personnel will be issued with appropriate passwords and those passwords should not be divulged to any other person at any other stage. Authorized personnel will have responsibility for Internet access under their password and hence will also have responsibility for illicit use of that password with or without their consent.
3. Internet usage will be monitored on a systematic basis by the company.
4. To prevent computer viruses being transmitted through the system there should be no unauthorized downloading of any software. All software downloads will be done through the IT Personnel or authorized manager.
5. You may not download or use material from the Internet or elsewhere in violation of software licenses or the copyright trademark and patent laws. You may not install or use any software obtained over the Internet without written permission from the Systems Administrator or authorised manager.
6. If you observe or learn about a violation of this policy, you must report it immediately to your supervisor or to the Systems Administrator.
7. Use of company Internet access facilities to commit infractions such as misuse of Company assets or resources, sexual harassment, unauthorised public speaking and misappropriation or theft of intellectual property are also prohibited by general company policy, and will be sanctioned under the relevant provisions of the terms and conditions of employment.

By signing on the line below, I acknowledge that I have read, understand and agree to comply with the foregoing Internet Use Policy. I understand that, if I do not comply with the Internet Use Policy, I may be subject to discipline, including loss of access to "COMPANY NAME" information systems. I may also be subject to legal action for damages or indemnification.

Signature _____

Date _____