Acceptable use policy for [this organization]

Date issued: 01-01-2001
Revised: 01-01-2002
Authorized by:
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Introduction

[This organization] provides its users with Internet access and electronic communications services as required for the performance and fulfillment of job responsibilities. These services are for the purpose of increasing productivity and not for nonbusiness activities.

Use policy

Occasional and reasonable personal use of [this organization's] Internet and e-mail services is permitted, provided that this does not interfere with work performance. These services may be used outside of scheduled hours of work, provided that such use is consistent with professional conduct.

Users should have no expectation of privacy while using company-owned or company-leased equipment. Information passing through or stored on company equipment can and will be monitored.
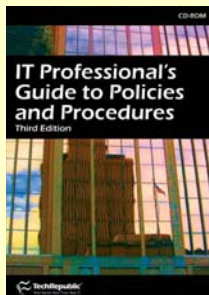
Violations of Internet and e-mail use include, but are not limited to, accessing, downloading, uploading, saving, receiving, or sending material that includes sexually explicit content or other material using vulgar, sexist, racist, threatening, violent, or defamatory language. Users should not use [this organization's] services to disclose corporate information without prior authorization. Gambling and illegal activities are not to be conducted on company resources.

Infringements of this policy will be investigated on a case-by-case basis.

Your signature indicates that you have read [this organization's] Internet and e-mail use policy. Signing this document does not mean that you agree with each and every provision of the policy. However, it does mean that you will abide by the regulations set forth in the above policy.

Employee: _____   Date: _____