# Internet Acceptable Use Policy

# Introduction: How to Use This Tool

Use this template to document your enterprise’s policies regarding Internet usage.

* Replace [Company Name] in the document with your enterprise’s name.
* Delete any specific examples or applications from the Acceptable Use section that are not appropriate in your enterprise. Add these to the Unacceptable Use section.
* Delete from the Unacceptable Use section any applications that are allowed in your enterprise.
* Review the Failure to Comply and Monitoring and Filtering sections for appropriate tone.
* Review the Internet Acceptable Use Policy to ensure that it is consistent with other employee agreements.

Delete all introductory text in dark grey when you’re finished.

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| **Policy Owner** | Name the person/group responsible for this policy’s management. |
| **Policy Approver(s)** | Name the person/group responsible for implementation approval of this policy. |
| **Related Policies** | Name other related enterprise policies both within or external to this manual. |
| **Related Procedures** | Name other related enterprise procedures both within or external to this manual. |
| **Storage Location** | Describe physical or digital location of copies of this policy. |
| **Effective Date** | List the date that this policy went into effect. |
| **Next Review Date** | List the date that this policy must undergo review and update. |

# Purpose

Describe the factors or circumstances that mandate the existence of the policy. Also state the policy’s basic objectives and what the policy is meant to achieve.

The goals of this policy are to outline appropriate and inappropriate use of [Company Name]’s Internet resources, including the use of browsers, electronic mail and instant messaging, file uploads and downloads, and voice communications. Use of these services is subject to the following conditions.

# Scope

Define to whom and to what systems this policy applies. List the employees required to comply, or simply indicate “all” if all must comply. Also indicate any exclusions or exceptions i.e. those people, elements or situations that are not covered by this policy or where special consideration may be made.

[Company name]’s Internet Acceptable Use Policy applies to all employees at [Company name] regardless of employment status.

# Definitions

Define any key terms, acronyms or concepts that will be used in the policy. A standard glossary approach is sufficient.

# Governing Laws & Regulations

If applicable, list any laws or regulations that govern the policy or with which the policy must comply. Confirm with the legal department that the list is full and accurate. If there are no pertinent governing laws or regulations, delete this section.

# Policy Statements

Describe the rules that comprise the policy. This typically takes the form of a series of short prescriptive and proscriptive statements. Sub-dividing this section into sub-sections may be required depending on the length or complexity of the policy.

1. Internet access at [Company Name] is controlled through individual accounts and passwords. Department managers are responsible for defining appropriate Internet access levels for the people in their department and conveying that information to the network administrator.
2. Each user of the [Company Name] system is required to read this Internet policy and sign an Internet use agreement prior to receiving an Internet access account and password.

Acceptable Use

1. Individuals at [Company Name] are encouraged to use the Internet to further the goals and objectives of [Company Name]. The types of activities that are encouraged include:

* Communicating with fellow employees, business partners of [Company Name], and clients within the context of an individual’s assigned responsibilities
* Acquiring or sharing information necessary or related to the performance of an individual’s assigned responsibilities
* Participating in educational or professional development activities

Unacceptable Use

1. Individual Internet use will not interfere with others’ productive use of Internet resources. Users will not violate the network policies of any network accessed through their account. Internet use at [Company Name] will comply with all Federal and [State/Provincial] laws, all [Company Name] policies, and all [Company Name] contracts. This includes, but is not limited to, the following:

* The Internet may not be used for illegal or unlawful purposes, including, but not limited to, copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, illegal gambling, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading computer viruses).
* The Internet may not be used in any way that violates [Company Name]’s policies, rules, or administrative orders including, but not limited to, [Social Media Policy, Email and Messaging Acceptable Use Policy, any applicable code of conduct policies, etc.]. Use of the Internet in a manner that is not consistent with the mission of [Company Name], misrepresents [Company Name], or violates any [Company Name] policy is prohibited.
* Individuals should limit their personal use of the Internet. [Company name] allows limited personal use for communication with family and friends, independent learning, and public service.
* [Company name] prohibits use for mass unsolicited mailings, access for non-employees to [Company Name] resources or network facilities, uploading and downloading of files for personal use, access to pornographic sites, gaming, competitive commercial activity unless pre-approved by [Company Name], and the dissemination of chain letters.
* Individuals may not establish company computers as participants in any peer-to-peer network, unless approved by management.
* Individuals may not view, copy, alter, or destroy data, software, documentation, or data communications belonging to [Company Name] or another individual without authorized permission.
* In the interest of maintaining network performance, users should not send unreasonably large electronic mail attachments or video files not needed for business purposes.
* Individuals will only use [Company Name]-approved services, specifically [list services], for voice communication over the Internet.
* Employees of [Company Name] will treat all other individuals, clients, employees, etc. they interact with in any virtual, online forum or network capacity, in accordance with human rights codes, company values, company policies, and basic corporate social decorum.

Security

* + - 1. For security purposes, users may not share account or password information with another person. Internet accounts are to be used only by the assigned user of the account for authorized purposes. Attempting to obtain another user’s account password is strictly prohibited. A user must contact the help desk or IT administrator to obtain a password reset if they have reason to believe that any unauthorized person has learned their password. Users must take all necessary precautions to prevent unauthorized access to Internet services.

Monitoring and Filtering

1. [Company name] may monitor any Internet activity occurring on [Company Name] equipment or accounts. [Company] currently does [not] employ filtering software to limit access to sites on the Internet. If [Company Name] discovers activities that do not comply with applicable law or departmental policy, records retrieved may be used to document the wrongful content in accordance with due process.

Disclaimer

[Company name] assumes no liability for any direct or indirect damages arising from the user’s connection to the Internet. [Company name] is not responsible for the accuracy of information found on the Internet and only facilitates the accessing and dissemination of information through its systems. Users are solely responsible for any material that they access and disseminate through the Internet.

We encourage you to use your Internet access responsibly. Should you have any questions regarding this Internet Acceptable Use Policy, feel free to contact [contact name] at [contact information].

# Non-Compliance

Clearly describe consequences (legal and/or disciplinary) for employee non-compliance with the policy. It may be pertinent to describe the escalation process for repeated non-compliance.

Violations of this policy will be treated like other allegations of wrongdoing at [Company Name]. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for non-compliance may include, but are not limited to, one or more of the following:

1. Disciplinary action according to applicable [Company Name] policies;
2. Termination of employment; and/or
3. Legal action according to applicable laws and contractual agreements;
4. Temporary or permanent revocation of access to some or all computing and networking resources and facilities.