# Limited Personal Use of Network Resources Policy

To use this template, simply replace the text in dark grey with information customized to your organization. When complete, delete all introductory or example text and convert all remaining text to black prior to distribution.

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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.

Internet access is provided to employees of [Company Name] for the purpose of advancing the goals of the company, as well as for professional development and the education or training of employees. The purpose of this policy is to ensure that these purposes remain the primary rationale for internet use.

# 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.

This policy applies to all [Company Name] network resources and all [Company Name] employees with access to these resources.

# Definitions

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

1. **Limited Personal Use.** This is defined as any personally initiated online activity (including email and web usage) that is conducted for purposes other than company business.

# 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. Authorized users of company internet connectivity may use the Internet for **limited personal use.** This is a privilege, not a right, and may be removed at any time by management. [Company Name] does not accept liability for any loss or damage suffered by an employee as a result of that employee using the company Internet connection for personal use.
2. The primary and overriding rationale of authorized users for using the [Company Name] internet connection should be the performance of their role in advancing the business of the company. This could include, but is not limited to:
* Communication with, and providing service to, clients and customers.
* Conducting the business of your department or unit (such as using the tools available on the company intranet).
* Communicating with other employees for work-related purposes.
* Gathering information relevant to your duties or to expand your expertise.
1. **Limited Personal Use** of company internet connectivity is limited by the following considerations:
* It shall not cause any additional expense to the company or department.
* It shall be infrequent and brief.
* It shall not have a negative impact on overall employee productivity.
* It shall not interfere with the normal operation of your department or work unit.
* It will not compromise your department or the company in any way.
* It will be ethical and not contravene acceptable use policies of the company.
1. In limiting personal use, the company expects employees to exercise the same good judgment that they would use in all work situations. For example, employees are expected to know that taking five minutes to call their spouse during a coffee break is acceptable, while taking three hours to go shopping at the mall during the workday is not. Making decisions about the use of internet resources is no different.
2. While some limited personal use is allowed, all prohibitions described within [Company Name’s] acceptable use and security policies remain fully in force. For example, limited personal use does not include (see other policies for a more extensive listing):
* Providing internal network access to any other users.
* Using corporate resources for personal commercial gain.
* Propagating, transmitting, accessing, downloading, or otherwise communicating any content that is likely to be deemed racist, sexist, harassing, abusive, obscene, or likely to cause offence to a recipient.
* Misrepresenting the company brand for your own gain.
* Using your account to gain unauthorized access to external networks and systems.
1. [Company Name] employs network monitoring software for the purpose of enforcing acceptable use policies. This includes blocking access to certain websites for which access is deemed to be a contravention of these policies.

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

# Agreement

Include a section that confirms understanding and agreement to comply with the policy. Both signatures and dates are required. A sample statement is provided below.

I have read and understand the [name of policy]. I understand that if I violate the rules explained herein, I may face legal or disciplinary action according to applicable laws or company policy.

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Employee Name

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Employee Signature Date

# Revision History

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| **Version ID** | **Date of Change** | **Author** | **Rationale** |
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