Acceptable use policy for [this organization]

Date issued: 01-01-2001  
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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.

Users must understand that this access is for the purpose of increasing productivity and not for nonbusiness activities. Users must also understand that any connection to the Internet offers an opportunity for nonauthorized users to view or access corporate information. Therefore, it is important that all connections be secure, controlled, and monitored.

To this end, users in [this organization] 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. Users should also understand that [this organization] maintains the right to monitor and review Internet use and e-mail communications sent or received by users as necessary.

Permitted use

The Internet connection and e-mail system of [this organization] is primarily for business use. Occasional and reasonable personal use is permitted, provided that this does not interfere with the performance of work duties and responsibilities.

Users may use [this organization’s] Internet services for personal improvement, outside of scheduled hours of work, provided that such use is consistent with professional conduct and is not for personal financial gain.

Users may send and receive e-mail attachments that do not exceed 2 MB in size, provided that all attachments are scanned before they are opened by [this organization’s] chosen antivirus software.

Users may send and receive short text messages with no enclosures for nonbusiness purposes. [This organization] requests that the personal e-mail not be read in the office and that any personal e-mail you receive be forwarded to a nonbusiness account to be viewed at your leisure.

Prohibited use

Users shall not use [this organization’s] Internet or e-mail services to view, download, save, receive, or send material related to or including:

- Offensive content of any kind, including pornographic material.
- Promoting discrimination on the basis of race, gender, national origin, age, marital status, sexual orientation, religion, or disability.
- Threatening or violent behavior.
- Illegal activities.
- Commercial messages.
• Messages of a religious, political, or racial nature.
• Gambling.
• Sports, entertainment, and job information and/or sites.
• Personal financial gain.
• Forwarding e-mail chain letters.
• Spamming e-mail accounts from [this organization’s] e-mail services or company machines.
• Material protected under copyright laws.
• Sending business-sensitive information by e-mail or over the Internet.
• Dispersing corporate data to [this organization’s] customers or clients without authorization.
• Opening files received from the Internet without performing a virus scan.
• Tampering with your company handle in order to misrepresent yourself and the company to others.

Responsibilities

[This organization’s] users are responsible for:
• Honoring acceptable use policies of networks accessed through [this organization’s] Internet and e-mail services.
• Abiding by existing federal, state, and local telecommunications and networking laws and regulations.
• Following copyright laws regarding protected commercial software or intellectual property.
• Minimizing unnecessary network traffic that may interfere with the ability of others to make effective use of [this organization’s] network resources.
• Not overloading networks with excessive data or wasting [this organization’s] other technical resources.

Violations

Violations will be reviewed on a case-by-case basis. If it is determined that a user has violated one or more of the above use regulations, that user will receive a reprimand from his or her supervisor and his or her future use will be closely monitored. If a gross violation has occurred, management will take immediate action. Such action may result in losing Internet and/or e-mail privileges, severe reprimand, or termination of employment at [this organization].

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

Employee:         Date: