Internet Usage Policy

Description: This policy governs the use of the internet within the organization and prohibits access to harmful or non-work-related websites.

Category: IT & Security

1. Purpose

To define acceptable use of internet resources within the organization, ensure secure and productive use, and protect the organization from cyber threats and misuse.

2. Scope

This policy applies to all employees, contractors, and third-party users accessing the organization's internet services or using its network.

3. Acceptable Use

- Internet access is provided primarily for work-related activities, research, communication, and collaboration.

- Users must act responsibly and professionally while browsing or using online services.

4. Prohibited Use

The following activities are strictly prohibited:

- Accessing or distributing offensive, illegal, or inappropriate content.

- Using internet bandwidth for personal streaming, gaming, or large downloads.

- Accessing websites unrelated to work during working hours.

- Downloading or installing unauthorized software or files.

- Attempting to bypass network security or filtering systems.

5. Security and Monitoring

- All internet activity may be monitored and logged by the IT department to ensure compliance and protect organizational assets.

- Users must not disable or interfere with security software or firewalls.

- Suspicious activity or policy violations must be reported immediately.

6. Personal Use

- Limited personal use of the internet is allowed during break times, as long as it does not interfere with work performance or breach any part of this policy.

7. Violations and Consequences

- Any breach of this policy may result in disciplinary action, including suspension of internet access, formal warnings, or termination.

- Legal action may be taken in cases of severe violations or illegal activities.

8. Review and Acknowledgment

- This policy must be reviewed annually.

- Employees are required to acknowledge and agree to this policy upon hiring and after any significant updates.

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