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This sample Network Use Policy is provided as a courtesy by Avrem Technologies, LLC. Feel free to edit or change any information to suit your business's needs. Please keep in mind we are not responsible for this policy's content or use within your organization and it's best to have a lawyer review this and \*any\* corporate policy before its implementation.  
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## **Network Use Policy**

The use of the technology has become a fundamental part of our business and we'd like to be clear about our policies regarding its use. Network access will be granted only to those individuals who have shown a legitimate business need and have signed the "Acknowledgment of Policy" below.

Based on your job duties, we may issue a computer or cell phone for work related purposes. You are expected to take reasonable care of the equipment and must return it in good condition upon request or at the end of your employment. All work related access to the Internet and email must be through a specifically issued or otherwise approved device.

All provided computer hardware and software, as well as any documents emails or voicemails created or stored using company equipment or in the course of business should be considered the property of [INSERT COMPANY NAME]. We may monitor any use or correspondence to ensure compliance with our policy. This being the case, employees should have no reasonable expectation of privacy as it pertains to the company IT.

Please bear in mind that email and documents have the same legal standing as a company memo or printed document and may be requested in court in the same manner. When you send an email, you are representing [INSERT COMPANY NAME] just as you do when you meet or talk with an individual and the same high level of courtesy and respect should be observed.

### **Violations of Policy**

Any violation of this policy can result in disciplinary action up to and including termination of employment. If you observe any violation of this policy, it is your responsibility to report it to the [INSERT AUTHORITY – MANAGER, CEO, ETC]. It is a violation of this policy to:

Display any material that is offensive, discriminator, harassing or sexually explicit or store, distribute, edit or archive these materials using the company network. Additionally, if you receive such material from an individual outside the company it should be returned with a request to stop sending non-work-related material to a company address and reported to [INSERT AUTHORITY – MANAGER, CEO, ETC].

Send email that is defamatory to an individual or a business or disclose personal information about others without their permission.

Promote or solicit commercial ventures, religious or political causes, outside organizations or other non-job-related solicitations.

Disclose trade secrets, confidential or proprietary information or copyrighted materials without the written approval of [INSERT AUTHORITY – MANAGER, CEO, ETC].

Download software of any kind without the written approval of [INSERT AUTHORITY – MANAGER, CEO, ETC]. This includes shareware programs, encryption technology or personal software applications.

Read email of others without their permission. Notwithstanding the company's right to retrieve and read any email messages, all messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any email not sent to them. A manager must approve any exception.

Deliberately propagate any virus, worm, or malicious program.

Download entertainment software or games, enter chat rooms, or play games against opponents over the Internet.

Knowingly download or distribute pirated software or data.

Willingly share your password with others or use another's password unless approved by a manager.

Or otherwise make use of company resources for illegal purposes. This is grounds for immediate dismissal and [INSERT COMPANY NAME] will cooperate with any legitimate law enforcement agency.

**Acknowledgement of Policy**

As an employee of [INSERT COMPANY NAME], I recognize and understand that [INSERT COMPANY NAME]'s network is to be used solely for conducting [INSERT COMPANY NAME]'s business. I understand that use of this equipment for personal purposes is strictly prohibited.

I am aware that [INSERT COMPANY NAME] reserves and will exercise the right to review, audit, access and disclose all matters on [INSERT COMPANY NAME]'s information systems at any time, with or without employee notice, and that such access may occur during or after working hours. I am aware that the use of a password or code does not restrict [INSERT COMPANY NAME]'s right to access individual files or communications and am aware that violations of this policy may subject me to disciplinary action, up to and including termination of employment.

I have read and understand this policy.

Signature

Date

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