

(Name of the Organization)

## **COMPUTER USE POLICY**

### **Objective**

[Company Name] recognizes that use of the Internet and e-mail is necessary in the workplace, and employees are encouraged to use the Internet and e-mail systems responsibly, as unacceptable use can place [Company Name] and others at risk. This policy outlines the guidelines for acceptable use of [Company Name]'s technology systems.

### **Scope**

This policy must be followed in conjunction with other [Company Name] policies governing appropriate workplace conduct and behaviour. Any employee who abuses the company-provided access to e-mail, the Internet, or other electronic communications or networks, including social media, maybe denied future access and, if appropriate, be subject to disciplinary action up to and including termination. [Company Name] complies with all applicable federal, state and local laws as they concern the employer/employee relationship, and nothing contained herein should be misconstrued to violate any of the rights or responsibilities contained in such laws.

Questions regarding the appropriate use of [Company Name]'s electronic communications equipment or systems, including e-mail and the Internet, should be directed to your supervisor or the information technology (IT) department.

**(Name of the Organization)**

**Policy**

[Company Name] has established the following guidelines for employee use of the company's technology and communications networks, including the Internet and e-mail, in an appropriate, ethical and professional manner.

**Confidentiality and Monitoring**

All technology provided by [Company Name], including computer systems, communication networks, company-related work records, and other information stored electronically and is the property of [Company Name] and not the employee. In general, the use of the company's technology systems and electronic communications should be job-related and not for personal convenience. [Company Name] reserves the right to examine, monitor and regulate e-mail and other electronic communications, directories, files and all other content, including Internet use, transmitted by or stored in its technology systems, whether onsite or offsite.

Internal and external e-mail, voice mail, text messages and other electronic communications are considered business records and may be subject to discovery in the event of litigation. Employees must be aware of this possibility when communicating electronically within and outside the company.

## (Name of the Organization)

### **Appropriate Use**

[Company Name] employees are expected to use technology responsibly and productively as necessary for their jobs. Internet access and e-mail use are for job-related activities; however, minimal personal use is acceptable.

Employees may not use [Company Name]'s Internet, e-mail or other electronic communications to transmit, retrieve or store any communications or other content of a defamatory, discriminatory, harassing or pornographic nature. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference may be transmitted. Harassment of any kind is prohibited.

Disparaging, abusive, profane or offensive language and any illegal activities—including piracy, cracking, extortion, blackmail, copyright infringement and unauthorized access to any computers on the Internet or e-mail are forbidden.

Copyrighted materials belonging to entities other than [Company Name] may not be transmitted by employees on the company's network without the permission of the copyright holder.

Employees may not use [Company Name]'s computer systems in a way that disrupts its use by others. This includes sending or receiving excessive numbers of large files and spamming (sending unsolicited e-mails to thousands of users).

Employees are prohibited from downloading software or other program files or online services from the Internet without prior approval from the IT department. All files or software should be passed through virus-protection programs prior to use. Failure to detect viruses could result in corruption or damage to files, or unauthorized entry into company systems and networks.

**(Name of the Organization)**

Every employee of [Company Name] is responsible for the content of all text, audio, video or image files that he or she places or sends over the company's internet and e-mail systems. No e-mail or other electronic communications may be sent that hide the identity of the sender or represent the sender as someone else. [Company Name]'s corporate identity is attached to all outgoing e-mail communications, which should reflect corporate values and appropriate workplace language and conduct.

I have read and fully understand this policy. I understand that my use of [Company Name]'s information and communication technology constitutes full acceptance of the terms of this policy and consent to monitoring.

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(Signature)

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(Print name)

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(Date)