

Technology Guidelines For Christian Business Owners

SAMPLE INTERNET USE PLAN FOR BUSINESSES

This technology use plan applies to all employees of this company who have access to computers and the Internet during the course of their business activities. Violation of these directives could result in disciplinary and/or legal action.

Computer, email, and Internet use:

- Employees are expected to use the Internet responsibly and productively. Primary usage of the Internet is for job-related activities. Incidental personal use is permitted.
- All internet data that is composed, transmitted, and/or received by company computers are to be considered as company property.
- The equipment and technology used to access the Internet are company property and the company reserves the right to monitor internet and email traffic.
- Any websites or downloads may be monitored and/or blocked by the company if they are considered harmful and/or not productive to business.
- The personal installation of programs and applications by employees will be monitored.

Unacceptable use of the Internet includes, but is not limited to:

- Sending or posting discriminatory, harassing, threatening, or vulgar messages or images on the Internet or through email.
- Using company computers fraudulently through pirating software, films, or music.
- Stealing, using, or disclosing someone else's password.
- Downloading, copying, or pirating software and electronic files that are copyrighted or without proper authorization.
- Sending confidential material, trade secrets, or proprietary information outside of the company.
- Hacking into unauthorized websites using company computers.
- Purposefully bypassing company monitors and filters.
- Sending or posting information that is defamatory to the company, its employees, products, or customers.
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities.
- Passing off personal views as representative of the company.

User compliance:

All terms and conditions as stated in this document are applicable to all users of this company's network and internet connection. I understand and will abide by this Internet Use Policy knowing that any violation thereof could cause my access privileges to be revoked and may result in disciplinary or legal action.

Employee signature

Date