Introduction

The internet is a vital resource for the business of (COMPANY NAME). However, the internet suffers from significant and widespread security and integrity risks and has the potential to be used in ways that are inappropriate to the aims and goals of (COMPANY NAME). Therefore, the use of the internet in (COMPANY NAME) is regulated by standards of acceptable use as set out in this policy.

Access

All connections to the internet on (COMPANY NAME) computers must be through the (COMPANY NAME) approved internet service provider (ISP).
Access to the Internet is to be limited to matters which are relevant to your work for (COMPANY NAME).
Internet access for recreational or private purposes is not permitted [except as provided for below].
Your use of the internet in (COMPANY NAME) must at all times comply with the rules outlined in this policy.

Software

Software is required for browsing the Internet. This software is installed on (COMPANY NAME) computers by the IT Unit. Only software approved by the IT Unit and installed by them may be used to access the internet on (COMPANY NAME) computers.

Security

All staff are issued with individual user passwords to the Internet. Such passwords must consist of a minimum of _____ alphanumeric characters. Common names or phrases should not be used.
Passwords must be always be kept private and must not be shared, written down or disclosed on any internet site.

Monitoring

Access to the Internet from (COMPANY NAME) computers is managed by the IT Unit and all incoming and outgoing traffic is constantly monitored for performance analysis and for other appropriate purposes. This traffic analysis shows date and time of internet access, user name, sites visited, and requests for information. This information will be used to identify areas of non-compliance with this policy. (COMPANY NAME) mangers/directors will be informed of non-compliance and appropriate action will be taken.

Use

(COMPANY NAME) internet connections are intended for activities that either support company business, or the professional development of staff. Use of the Internet is to assist staff to achieve stated business goals and objectives. This may include use of email, World Wide Web and File Transfer. All staff have a responsibility to use the internet in a professional, ethical and lawful manner at all times. Legal and contractual requirements concerning the intellectual property rights of outside parties must be strictly adhered to.

Computer software must not be downloaded from bulletin boards, the internet, or any other source without prior approval of the IT Unit.
The integrity of critical software will be reviewed on a regular basis and the presence of unauthorised files or amendments formally investigated.

Intellectual Property

You must at all times respect copyright and intellectual property rights of information you encounter on the internet. This may require obtaining appropriate permission to make use of information. You must always give proper credit to the source of the information used for (COMPANY NAME) purposes.
Material in which (COMPANY NAME) has a proprietary interest – such as software, documentation or other internal information - must not be transmitted, sold or otherwise transferred to any outside party except in

pursuance of (COMPANY NAME)'s legitimate business interests. Any departure from this policy requires the written authorisation of your Head of IT/Director.
Where downloading large quantities of data (over ____ megabytes) is required for business purposes the permission of the IT Unit must first be obtained.

You are prohibited from accessing, requesting or sending sexual, pornographic, racist, profane, violent or other offensive material via the internet.
You are prohibited from saving, downloading, transmitting or purposely viewing sexual, pornographic, racist, profane or other offensive material.
You are prohibited from sending chain letters, other forms of mass mailing and spamming (sending unsolicited emails to a number of people).

You are prohibited from participating in social networking websites, such as by:

- registering with such sites,
- accessing your own account on such sites,
- accessing other people's accounts on such sites or
- posting comments on other people's sites.

(COMPANY NAME) reserves the right to remove without notice any files or data from its information systems, including any information it views as offensive or potentially illegal.

You are prohibited from using the Internet on computers outside the workplace where such use has the potential to negatively affect (COMPANY NAME) or its staff. Examples of such behaviour include:

- publishing material which is defamatory, abusive or offensive in relation to any employee, manager, office holder, shareholder, customer or client of (COMPANY NAME).
- using the Internet in a manner which amounts to bullying or harassment.
- publishing any business-sensitive information about (COMPANY NAME).
- publishing material which might reasonably be expected to have the effect of damaging the reputation or professional standing of (COMPANY NAME).

Access to internet from a (COMPANY NAME) computer must never be used:

- for personal gain or profit;
- to represent yourself as someone else;
- to post or download messages that will reflect poorly on (COMPANY NAME) name and professional reputation;
- to advertise, or otherwise promote, unauthorised or illegal activities;
- to promote or engage in any commercial activity which is in competition with (COMPANY NAME)'s commercial activities;
- to process the personal data of any person in a manner inconsistent with the Data Protections Acts 1998 and 2003;
- to transmit confidential information without the approval of an (COMPANY NAME) Director.

You must not to join mailing lists, or solicit/contribute information on the internet without express permission from your manager or the IT Department.

The Internet is not a secure medium. Access to the Internet, no matter how well set up, always poses some security risks. Accordingly, virus scanning software is installed on (COMPANY NAME) computers. Staff must not provide or use their (COMPANY NAME) login password to any Internet request for a password. Staff must not

provide any information relating to the (COMPANY NAME) network to any outside party, whether through the Internet or in any other way.

[illegible]n

There is no quality control process on the internet and a considerable amount of information published on the Internet is outdated, inaccurate or deliberately misleading. All information obtained from the Internet should be considered with caution until confirmed by a reliable source.

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When using the Internet please be aware of your impact on others. Intense browsing or downloading during peak usage periods can impact on other people's work.

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Non-compliance with the general principles and conditions of this internet policy may lead to disciplinary action, including the possibility of dismissal.
This policy is not exhaustive. In situations which are not expressly governed by this policy, you must ensure that your use of the Internet is at all times appropriate and consistent with your responsibilities towards (COMPANY NAME). In case of any doubt, you should consult with your Manager/Director.

[illegible]

A limited amount of personal use of the Internet on (COMPANY NAME)'s computers is permitted provided the following rules are observed.

- Personal use must not occur during working time, but instead must occur during break time or before or after your normal working hours.
- Personal use must not interfere with your work commitments.
- Personal use, including any downloading of data for personal use, must comply with the requirements and general principles of this policy and all other (COMPANY NAME) IT Information and Security Policies. In particular, the above provisions regarding "Inappropriate use of the Internet from (COMPANY NAME) computers" and "Security" apply to personal use as well as normal business use.

Normal monitoring of internet use by the IT Unit will apply to personal use as well as normal business use.