

# Business Contracts



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## <<COMPANY>> INTERNET AND ASSET USAGE POLICY

This policy sets forth guidelines and defines the conditions under which an employee, contractor, vendor, or any other person (user) may use Company business assets, including, but not limited to Company Internet access; its private network(s); its vendors, suppliers and partner's networks; and its Email system or any other access point or connection resource, while conducting business for or on behalf of the Company.

### Introduction

The Company makes available its various assets, hardware, software, services, and computer network(s) in order to allow its employees access to resources to effectively execute their job functions and duties. This policy defines the Company's official policy regarding Internet connectivity and usage.

Before access to the Internet via the company network is approved, the user is required to read and sign this *Internet Usage and Asset Policy prior to accessing the Internet and Company assets.*

### Definition(s) of Acceptable Use

Acceptable use shall be defined as, but not limited to the following examples:

- Purposes relating to job or for work requirements.
- Sending or receiving personal mail, so long as any email that is sent using a Company Email account shall have the authorized Company disclaimer at the bottom of the email stating that the contents of this message may not represent the views of the Company.
- Using instant messaging software for business purposes.
- Posting to Usenet and other message boards for work purposes.
- Making use of any other Internet service or protocol without first obtaining permission from the Company.

### Definition(s) of Unacceptable Use

- Unacceptable use shall be defined as...

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