

INTERNET ACCESS AND USE

Section: End-User Computing	Effective Date: <Effective Date>	FIRST RELEASE
Policy Number: POLICY IS006	Date Last Approved by Board: <Approved Date>	Prior Policy Number: N/A
Department: Company Wide	Initial Policy Date: <Initial Policy Date>	Prior Effective Date: FIRST RELEASE

POLICY STATEMENT

Internet access provides our staff with the ability to access vast amounts of vital information, from regulatory guidelines, to vendor resources, to updates and patches for installed software. The objective of this policy is to establish guidelines for our involvement with and, specifically, employee access and use of the Internet. It is our policy that employees whose job functions justify Internet use will be provided access.

In adopting this policy, the Board of Directors intend to protect us from legal liability, security breaches, potential losses, and embarrassment. Accordingly, the daily operation and management of <Company Name> Internet activities shall occur within acceptable risk management techniques as outlined within the Executive Overview section of this policy.

INTENDED USE

Access to the Internet is provided to employees only for conducting <Company Name> business and is limited to those employees requiring Internet access in order to perform their job requirements. Company employees requiring Internet access must only use <Company Name>'s approved ISP. Occasional personal use of the system is permitted, but information, data, and messages that are sent or retrieved off the Internet will be treated no differently from other <Company Name> business-related records.

Only those employees authorized by management to access the Internet may do so using the Company's hardware, phone connections and Internet Company. Authorized access may occur only after the employee understands this policy and signs a **Systems Access Request Form** and a **Statement of Understanding Form**.

OBTAINING INTERNET ACCESS

By default, users are assigned Internet access and privileges when granted network access. To obtain network access, an employee's supervisor will submit a request to the IT Department. <Company Name> has the right to restrict access to sites or services on the Internet at its sole discretion.

ACCEPTABLE USE

Employees using the Internet are representing <Company Name>. Employees are responsible for ensuring that the Internet is used in an effective, ethical, and lawful manner. Each employee is required to observe the following guidelines when using the Company's Internet service:

- Company employees are required to use Internet access in a professional manner.
- Company employees may occasionally use the Internet for personal reasons. However, employees shall balance this privilege with proper use of their business time and responsibilities. Management may establish specific guidelines on frequency, duration, and timing of personal usage of the Internet.
- Company hardware, software, and communication systems may be used to access the Internet only through approved processes and equipment.
- Company management reserves the right to block access to certain Internet web sites and other "addresses" which are not specifically related to Processing business.
- Internet access is permitted only through <Company Name> firewalls.
- The IT staff will ensure that security related incidents are logged and that the logs are reviewed on a periodic basis as described in the Audit Security Policy.
- All Internet users will immediately notify the IT staff of any suspicious activity.