

This document involves employment or workplace-compliance obligations that vary by state and by employer size. It is a general starting point only — not legal advice — and should be reviewed by an employment attorney licensed in your state before use.

Acceptable Use Policy

Employee: [Employee name] **Date:** [Date]

1. Purpose & Scope

This policy governs use of [Company name]'s computers, networks, email, software, and other technology resources ("Systems") by employees, contractors, and other authorized users.

2. Permitted Use

Systems are provided for legitimate business purposes. Reasonable, limited personal use is permitted (see Section 5) as long as it does not interfere with work, violate this policy, or create cost or risk to [Company name].

3. Prohibited Use

Systems may not be used to: access or share illegal content; harass, discriminate against, or threaten others; install unauthorized software; attempt to bypass security controls; or engage in activity that violates Company policy or applicable law.

4. Monitoring

[Company name] may monitor, log, and review activity on its Systems, including email and internet use, to the extent permitted by law. Users should not expect privacy in communications or files on Company Systems.

5. Personal Use

[Describe the scope of acceptable personal use, if any — e.g., "brief personal email or browsing during breaks is permitted."]

6. Consequences

Violating this policy may result in corrective action up to and including termination, and in some cases legal liability, consistent with [Company name]'s other disciplinary policies.

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Acknowledgment

I have read and understand this Acceptable Use Policy and agree to follow it.

[Employee name] ("Employee")

Signature: _____ Printed name: _____ Date: _____

This template is a general starting point, not legal advice — customize it and have it reviewed for your situation.