Model personal use provision

Employees may utilize company owned hardware and software for personal use within the following guidelines:

• Such use must be purely personal and may not be for any commercial purpose.

• Such use must not be during ordinary work time.

• Such use must comply with all laws and regulations.

• Such use must not interfere with [the Company]’s needs or operation.

• Such use must not include:

 Pornography

 Sexist Material

 Racist Material

 Any illegal act

 Any other inappropriate behavior.

Users should be mindful that Internet sites they visit collect information about visitors. This information will link the User to [the Company]. Users will not visit any site that might in any way cause damage to [the Company]’s image or reputation.

**Examples of allowable use (during lunchtime or the employee’s break):**

• Typing homework assignments for college or graduate classes.

• Using a spreadsheet to track an intramural sports or recreation league.

• Typing recipes or grocery lists for personal use.

• Writing a newsletter for a charitable or non-profit organization.