



Computer Use Policy Template

Welcome to our organization! As part of our onboarding process, we want to ensure that all employees are aware of our Computer Use Policy. This policy outlines the guidelines and expectations for the appropriate use of company computers and technology resources.

1. Purpose:

Our organization provides employees with access to computers and technology resources to support their work responsibilities. The purpose of this policy is to ensure the secure and efficient use of these resources.

2. Guidelines:

- Employees are expected to use company computers and technology resources for work-related purposes only.
- Personal use of company computers is limited to breaks and non-working hours.
- Employees must not download or install unauthorized software on company computers.
- All internet usage on company computers should be in line with our Acceptable Use Policy.
- Employees are responsible for maintaining the security of their login credentials and reporting any suspicious activity to the IT department.

3. Monitoring:

Our organization reserves the right to monitor computer usage to ensure compliance with this policy. Monitoring may include reviewing internet history, email communications, and software installations.

4. Consequences of Non-Compliance:

Violation of this policy may result in disciplinary action, up to and including termination of employment.

By signing below, you acknowledge that you have read and understand the Computer Use Policy and agree to comply with its guidelines.

Employee Signature: _____

Date: _____

We are excited to have you on our team and look forward to working together in a secure and productive environment. If you have any questions or concerns about this policy, please don't hesitate to reach out to the HR department.

Sources:

- Computer Use Policy: [\[link\]](#)
- Acceptable Use Policy: [\[link\]](#)