

Business Technology I

Unit: Workplace Communications

Lesson: Workplace Policy's

Objective: The student will review workplace policies regarding the Internet, e-mail, and social media sites and will create their own policy for their own business.

Below are some pointers:

Using the Internet at work proves beneficial for research and promotes efficient business communications. However, when employees use the Internet inappropriately, they put their employer in an awkward position. Prevent your employees from abusing their Internet privileges by writing an Internet use policy. Make the policy part of the employee handbook and ask them to sign their agreement before beginning work.

Instructions:

1. Begin the policy by stating that the company assigns each employee with a username and password for accessing the Internet. Add that employees must reserve both for their own use of the Internet.
2. Explain that non of the Internet communications employees engage in at work remains confidential. Limit employees to using the Internet for personal reasons on the employee's own time. Prohibit employees from engaging in chat room discussions and posting to public forums on the Internet while at work.
3. Specify the company's guidelines for using its hardware and software computer equipment. Introduce the subject by explaining employees must utilize such equipment, including the Internet, in an ethical, professional and appropriate manner.
4. Advise employees not to make any inflammatory or derogatory statements regarding other individuals. Specify that they also cannot write such text within company email messages.
5. Prohibit employees from accessing websites that contain profanity. Further, prohibit them from accessing websites devoted to piracy and any criminal activity.
6. State that employees must not use the company's Internet system to propagate a computer virus. Further, employees cannot intentionally block the company's anti-virus software.
7. Conclude the policy by reminding employees that the company and not the employee owns the computer system. Refer employees to the appropriate human resources personnel if they have questions regarding appropriate use of the Internet while at work.

To do: The student should create an Internet Usage Policy for their place of employment, a policy regarding social media sites, and an email usage policy.