



BROWARD FACTORY SERVICE

Air Conditioning and Appliance Service

INTERNET AND EMAIL USAGE POLICY

The Internet and email are considered tools by BFS and should be used for work related material only. You are not permitted to view any material that may offend others. Browardfactory.com email is not to be used for personal correspondence. Do not subscribe to any email lists, unless instructed to by your supervisor.

Most questionable and non-work related web material has been blocked. This includes gambling, pornographic/adult content, illegal drugs, games and alcohol. **You are not permitted to stream or download music or video.** We have a limited amount of bandwidth available and it shouldn't be wasted for these purposes.

You should also keep in mind that the computer is property of Broward Factory Service. Any material on your computer such as files, emails and Internet usage are **NOT** private.

Any one found abusing the Internet or email will be reported to their manager.

Print name

Date

Sign

internet.doc