

Computer Use/Internet Policy - Staff

THE BOARD OF LIBRARY TRUSTEES OF THE RIVER EAST PUBLIC LIBRARY DISTRICT MCHENRY COUNTY, ILLINOIS

Library Employee Internet Use Policy

Purpose and Scope of Policy

As part of the River East Public Library's commitment to the utilization of new technologies, all of our employees have access to the Internet. In order to ensure compliance with existing copyright and decency laws and to protect the Library from being victimized by the threat of viruses or hacking into our systems, the following policy has been established.

Be aware that the Internet does not guarantee the privacy and confidentiality of information. Sensitive material transferred over the Internet via email may be at risk of detection by a third party. Employees must exercise caution and care when transferring such material in any form.

Employee use of the Library's email and Internet system is not private.. The River Eastl Public Library reserves the right to retrieve, save, monitor and review all messages created, sent or received at any time, with or without advance notice or prior consent. The River East Public Library further reserves its right to retrieve, save, monitor and review all web sites visited by an employee and all information and/or data accessed, created, sent, displayed, stored, downloaded and/or printed through the employee's access to the Internet, at any time, with or without advance notice or prior consent.

Any infringing activity by an employee may be the responsibility of the Library. Therefore, the River East Public Library will hold the employee liable for their actions. You may not promote personal political beliefs, personal business interests, discrimination, sexual harassment and/or any unlawful activity.

It is the River East Public Library's policy to limit Internet access to official business. However, employees may be authorized to access the Internet for occasional and reasonable personal use so long as it does not interfere with work performance and is in strict compliance with the other terms of this policy.

Employees using Library accounts are acting as representatives of the Library. As such, employees should act accordingly so as not to damage the reputation of the Library.

The Library encourages employees to use email for job-related professional development. Participation in distribution lists is expected to be job-related. Any electronic communications, which communicate personal opinions, not formal Library policy, should state this clearly.

Guidelines For Personal Use

The Library permits personal use of staff computers by employees subject to the following understandings:

- Personal use of computers will not interfere with any work-related activity.
- Personal use will be considerate of coworkers' time.

Prohibited Use During Work Time and in the Library Building

Employees are not allowed to download or install any form of software, screen savers, games or programs, without the knowledge or consent of the Library Director.

Examples of prohibited use include (but are not limited to):

- Copying of Library provided software for personal use
- Use of personally owned or "bootlegged" software
- File-sharing software (Kazaa, Morpheus, Napster, etc.)
- Online gambling
- Online radio
- Participation in social chat channels and bulletin boards for personal purposes
- The sale or purchase of personal items on the Internet
- Any form of commercial use of the Internet
- Use of the Internet that violates copyright law
- Use of the Internet to harass employees, vendors, patrons, and/or others
- Use of the Internet for political purposes
- Use of aliases while using the Internet
- Sending anonymous messages
- Knowingly causing any other person to view content which could render the Library liable pursuant to equal opportunity or sex discrimination

It is not acceptable to use Library computers for any purpose or in any manner that violates local, state, or federal laws and regulations

The introduction of viruses or malicious tampering with any computer system is expressly prohibited. Any such activity will result in disciplinary action and possible termination of employment.

It is not acceptable for a Library employee to access the email or personal data files of another staff member without that person's permission.

United States copyright and patent laws protect the interests of authors and software developers in their products. It is against federal law and city policy to violate the copyrights or patents of others on or through the Internet. Employees may not download or use copyrighted material without obtaining written authorization.

Regular deletion of outdated email is required.

Violations

Violations will be reviewed on a case-by-case basis. If it is determined that the employee has violated one or

more of the prohibited use regulations, appropriate disciplinary action will take place. Such action may result in losing Internet and/or email privileges, reprimand (verbal and/or written), suspension or up to and including termination of.

Keeping documents that are considered obscene or discriminatory within the computer account for Internet access can also result in disciplinary action.

Effective Date: May, 2010

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