

HR: EMP02 – E-mail and Internet Use

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POLICY:

The Library Board's e-mail and internet resources are business systems for use by authorized employees to conduct legitimate business only. Use of these connections for any purposes not specifically related to Library Board business is prohibited during working hours.

PURPOSE:

The purposes of this policy are to promote a high level of responsible behavior in connection with the use of Internet and e-mail, and to accomplish the following goals:

1. To protect the reputation and resources of the Board, its library members, the Internet/email communities at large, from irresponsible or illegal activities.
2. To ensure privacy, security, and reliability of the Board's systems as well as systems of those we interface with.
3. To establish guidelines for acceptable use of the Board's systems and resources.
4. To define generally those actions which are considered abusive and prohibited.
5. To outline procedures for handling and reporting abuse.

A copy of this policy will be provided to and reviewed with all employees.

Although the Library Board respects the privacy of its employees, employees' privacy does not extend to the employee's use of the Board's e-mail and Internet systems. No person using such resources should expect privacy in their communications. All e-mail communications and information downloaded from the Internet constitute Library Board Property.

RESPONSIBILITY:

Users of the Board's Internet and e-mail systems are strictly prohibited from creating, transmitting, distributing, forwarding, downloading, and/or storing anything which:

- a) Infringes any copyright, trademark, trade secret or other intellectual property right.
- b) Is obscene, immoral, unethical, or pornographic.
- c) Is libelous, defamatory, hateful or constitutes a threat or abuse.

- d) Encourages conduct that would constitute a criminal offense or give rise to liability.
- e) Harasses the receiver, whether through language, frequency, or size of messages.
- f) Is considered e-mail junk, spam, or chain e-mail.
- g) Forges or misleads the sender's identity.
- h) Divulges private and/or confidential information related to the Board's business, its library members, and/or its employees.
- i) Violates any of the Board's policies including policies related to Conduct and Behavior or Workplace Harassment.
- j) Is untruthful, misleading, or of a purely gratuitous nature.

Users of the Board's Internet and e-mail systems must protect themselves and the Board from entering into unintended legal obligations and contracts. This includes downloading from the Internet unauthorized programs and/or software.

Users of the Internet and e-mail systems are required to take appropriate steps to ensure the security of the system by adhering to all security measures, including using and safeguarding all necessary passwords. Users are required to use only the browser software authorized by the employer.

Downloading of any programs, software or data from the Internet or e-mail directly to a user's computer is prohibited unless authorization is provided.

Employees in breach of this policy will be subject to disciplinary action up to and including discharge for cause. ♦