

# Trent Lakes Public Library



Policy Type: **Human Resources**

Policy Number: **HR- 10**

Policy Title: **Use of Technology**

Initial Policy Approval Date: **27-09-2019**

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Next Review Date: **2024**

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The Library Board recognizes the importance of computers, the internet, and social media as work tools and sources of information. The library provides computers, devices, and access to the internet needed by employees to work while recognizing the need to protect its network, systems, resources, and the library's image.

This policy covers employee use of library computers, devices, e-mail systems, and networks. Employee use of social media is addressed in policy **HR-12**.

## **Section 1: Personal Use**

1. While working in the library, employees must refrain from online activities that don't bring value to the library. Employees may make reasonable personal use of the library's computer equipment, access to the internet and e-mail on their own time, provided it does not adversely affect their work or the work of others and has minimal effect on the library's resources.
2. Computer resources cannot be used for private financial gain or commercial purposes.
3. Making copies of software is prohibited.
4. Downloading software or attachments onto a work computer increases the risk of a virus throughout the network. Employees should consult with the CEO before downloading files or software.

## **Section 2: Business Use**

1. Employees are encouraged to avail themselves of the internet including using social media for the benefit of the library. This use may include general research on work related issues, following social media as part of ongoing professional development, employee or user training, and participating in online forums.
2. Any correspondence sent from a library's email address, or when an employee is identified as a member of the staff of the library, should be treated as a professional document.
3. Employees must observe the library's standard of confidentiality (e.g. privacy legislation) when communicating electronically.
4. Downloading software or attachments onto a work computer increases the risk of a virus throughout the network. Employees should consult with the CEO before downloading files or software.

## Use of Technology (Continued)

5. Employees have an obligation to protect systems and data. Passwords and access codes must not be disclosed to unauthorized employees or the public.

### Section 3: Prohibited Use:

1. The library's computers, network and access to the internet are not to be used to:
  - a) undertake deliberate activities that waste employee time or networked resources,
  - b) introduce any form of malicious software into the network,
  - c) visit internet sites that contain obscene, hateful, pornographic or illegal material,
  - d) perpetrate any form of fraud, software, film or music piracy,
  - e) hack into unauthorized areas, and
  - f) send offensive or harassing material.

### Section 4: Misuse

1. Employees are accountable to the CEO for their use of the library's computer network and internet access.
2. The CEO will investigate any suspected misuse of resources.
3. If there is a need to monitor or access non-work related files, an employee will normally be asked for his/her consent. There may be exceptions such as when there is reason to believe the law has been broken.
4. The CEO will decide, in light of the outcome of an investigation of possible misuse of computing resources, if disciplinary action is appropriate and act in accordance with established disciplinary procedures.

### Related Documents:

Trent Lakes Public Library – *HR- 12 Staff use of Social Media HR-12*