

HELEN M. PLUM MEMORIAL PUBLIC LIBRARY DISTRICT

P – 26. Staff Acceptable Internet Use Policy. Adopted by the Library Board of Trustees November 11, 2014

Many Internet resources are necessary for the completion of library tasks, research, and professional development. The Library provides equipment and supplies including access to the Internet at staff workstations for Library work-related duties. Staff members are expected to use good judgment in use of, and time spent, using Library property.

Activities that interfere with the job performance of an employee or other employees or with communication among employees, or jeopardize the safety of an employee or other employees, are prohibited.

The Internet shall be used only for purposes that benefit the Library during scheduled work hours. Access to the Internet via staff workstations is for authorized staff only.

The amount of time spent on the Internet should be in proportion to the requirements of the duty or task of the employee's position description. The amount of time spent on the Internet should be only that required for the Library-related task being performed.

Electronic mail is provided for Library-related purposes. As with telephones, personal use of electronic mail should be limited.

Blogging and social networking on library time must be of benefit to the Library, or promote professional growth and development. Personal blogging and social networking about non-work related activities, are prohibited during working hours.

The Internet shall not be used for commercial activities in which the staff member or his/her family or friends are engaged.

Online software shall not be downloaded without prior clearance by the Information Technology Systems Support Specialist.

Library computers may be used only for legal purposes. Transmission of any material in violation of local, state and federal laws and regulations is prohibited.

Ideas expressed via email are the responsibility of the employee and should reflect the professional demeanor appropriate to a Library representative.

Employees who violate this policy are subject to disciplinary action up to and including termination of employment.