

Section	Use of technology	Section#:	6.0.0
Sub-section	Technology policy, planning & administration	Sub-section #:	6.1.0
Topic	Staff use of Technology	Policy :	6.1.4

Policy:

The Selwyn Public Library Board recognizes the importance of computers, the internet and social media as work tools and sources of information. The library supports the use of computers and internet technology by staff in their work while recognizing the need to protect its network, systems, resources and the library's image.

This policy covers staff use of library computers, personal electronic devices (PEDs), e-mail system and networks.

Procedure:

Business Use of Computers

Staff is encouraged to avail themselves of the internet, including using social media tools for the benefit of the library. This may include use of e-mail for work purposes, general research on work related issues, following social media as part of ongoing professional development, staff or user training, and participating in online forums.

Any correspondence sent from a library's email address, or when a staff member is identified as an employee of the Selwyn Public Library, should be treated as a professional document.

Staff must observe the library's standard of confidentiality when communicating electronically.

Staff has an obligation to protect systems and data. Passwords and access codes must not be disclosed to unauthorized persons.

Computers supplied to staff by the library should be used primarily for business purposes.

Personal Use

When working in the library, staff must refrain from online activities that don't bring value to the library. Staff may make reasonable personal use of library 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.

Computer resources cannot be used for private financial gain or commercial purposes.

Staff may not remove, copy or install company software on a personal computer.

When engaging in social media or online forums outside of work, staff should make it clear that the views they express about the library, or community related issues, are their own and do not necessarily reflect the library's view.

Staff should only download software or open attachments onto a work computer from known and reputable sources.

Prohibited Use

The library's computers, network and access to the internet are not to be used to:

- a) Undertake deliberate activities that waste staff time
- b) Introduce any form of malicious software into the network
- c) Visit internet sites that contain obscene, hateful, pornographic or illegal material
- d) Perpetuate any form of fraud, software, film or music piracy
- e) Hack into unauthorized areas
- f) Send offensive or harassing material to other users

Use of Social Media

Social media means any tool for online publication and commentary, including but not limited to, blogs, social networking sites such as Facebook, Twitter or Youtube.

Any proposal by staff to use social media applications to expand library service or promote the library requires the approval of the CEO. Staff representing the library on social media sites express the official position of the library on any issue.

Personal use of social media should be respectful of the library, colleagues and library clients. While online activity can be a medium of self-expression, it may be very public and reflect on both the individual and the library.

Misuse

Staff will be accountable to the CEO for their use of the library's computer network and internet access.

The CEO, or their designate, will investigate any suspected misuse of resources.

If there is a need to monitor or access non-work related files, the staff member will normally be asked for his/her consent.

Use of Staff's Personal Devices

Use of staff's personal electronic devices (PEDs) is appropriate only when used as a resource for instructional or learning purposes, or when on a break.

Related Document:

Acceptable Use of Acceptable Use of Equipment, Software and Networks 6.1.2

History:			
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