

EMPLOYEE ICT (INFORMATION & COMMUNICATION TECHNOLOGY) POLICY***LIBRARY TELEPHONE USE***

A reasonable standard the Library encourages is to limit personal calls during full workday to an average of no more than two or three short-duration calls per day as needed. Employees are expected to make personal calls on non-work time when possible and to ensure that friends and family members are aware of this policy. Flexibility will be provided in circumstances demanding immediate personal phone use, but this immediate need should be communicated to an employee's supervisor.

No personal calls may be made in the staff lounge.

No Expectation of Privacy: Employees who use library phones understand that there is no expectation of privacy. The Library has the right to review all records related to phone use including but not limited to phone logs and voicemails.

PERSONAL CELLULAR/WIRELESS DEVICE USE

Phone Calls / Text Messaging: A reasonable standard the Library encourages is to limit personal calls and text messages during a full work day to an average of no more than two or three short-duration calls or text messages per day as needed. Employees are expected to make personal calls on non-work time when possible and to ensure that friends and family members are aware of this policy. Flexibility will be provided in circumstances demanding immediate personal phone use, but this immediate need should be communicated to an employee's supervisor.

No personal calls on cell phones may be made in the staff lounge as to not disturb other employees during their break times.

Use of a personal cellular/wireless device is restricted to staff areas away from public view. All devices must be set to silent/vibrate while in the library building.

Prohibited Activities: In order to ensure a productive work day, the following use of a personal cellular/wireless device is prohibited during working hours:

- Accessing the Internet for non-work related purposes
- Playing games
- Watching movies, television, sports, etc

COMPUTER: OWNERSHIP AND USAGE

The Connetquot Public Library owns the rights to all data and files on any staff computer, network, or other information system used within the Connetquot Public Library and to all data and files sent or received using the Connetquot Public Library email service or using the Connetquot Public Library's access to the staff computer network, to the extent that such rights are not superseded by applicable laws relating to intellectual property.

The Connetquot Public Library also reserves the right to monitor staff email messages (including instant messaging) and their content, as well as any and all use by employees of the staff Internet and of staff computer equipment used to create, view, or access email and Internet content. Employees must be aware that the electronic mail messages sent and received using staff equipment or staff Internet access are not private and are subject to viewing, downloading, inspection, release, and archiving by Connetquot Public Library officials at all times. The alternative is to make use of the public computer network when off of the clock.

The Connetquot Public Library has the right to inspect any and all files stored on the shared network drives or on individual computers or storage media in order to assure compliance with Connetquot Public Library policies and state and federal laws. No employee may access another employee's computer files, or electronic mail messages without prior authorization from either the employee or an appropriate Connetquot Public Library official.

The Connetquot Public Library has licensed the use of certain commercial software application programs for library use only. Third parties (such as Microsoft) retain the ownership and distribution rights to such software. No employee may create, use, or distribute copies of such software that are not in compliance with the license agreements for the software. Violation of this policy can lead to disciplinary action, up to and including dismissal.

EMAIL: OWNERSHIP AND USAGE

As noted above, email is subject at all times to monitoring, and the release of specific information is subject to applicable state and federal laws and Connetquot Public Library rules, policies, and procedures on confidentiality. Existing rules, policies, and procedures governing the sharing of confidential information also apply to the sharing of information via commercial software. Since there is the possibility that any message could be shared with or without your permission or knowledge, the best rule to follow in the use of email is to not use your Connetquot Public Library email address for personal use.

It is a violation of Connetquot Public Library policy for any employee, including system administrators and supervisors, to access electronic mail and computer systems files to satisfy curiosity about the affairs of others, unless such access is directly related to that employee's job duties. Employees found to have engaged in such activities will be subject to disciplinary action.

Because staff voicemail accounts, email accounts and Internet access are a Library resource, the Connetquot Public Library reserves the right and may exercise such right to monitor all voicemail, email or Internet use. Staff should be aware that there is no right of privacy in any information sent or received through a voicemail or email account or in Internet use from a staff computer.

ONLINE ACCOUNTS

The Library Director reserves the right to control and restrict access to all online library accounts which represent the Connetquot Public Library. This includes, but is not limited to, all online vendor accounts, social media, and other online services.

The login credentials to all online library accounts which represent the Connetquot Public Library must be made available to the Library Director.

RETIREMENTS/DEPARTURES

Any employee of the Connetquot Public Library who ends their employment through retirement will retain their email account for six (6) months from their last day of employment or be extended at the discretion of the Library Director.

Any employee of the Connetquot Public Library whose employment ends through notice will have the duration of their notice to make the appropriate transition or be extended at the discretion of the Library Director.

Any employee of the Connetquot Public Library whose employment ends through termination will immediately lose access to their email account.

Any employee of the Connetquot Public Library whose employment ends in any manner loses access to their voicemail account.

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