

Sunderland Public Library Electronic Communications Policy

I. INTRODUCTION.

This Policy is intended to provide guidance on the appropriate use of the Sunderland Public Library's electronic communication and information equipment and systems ("Systems"). Such Systems include, but are not limited to, computer workstations, hardware and software, electronic mail ("email"), telephones, cellular phones, pagers, "blackberry"-style devices, facsimile machines and the Internet.

Use of the Sunderland Public Library's Systems by any employee, contractor, consultant and/or volunteer ("user") shall constitute acceptance of the terms of this Policy and any such additional related policies that may be issued by the Sunderland Public Library.

Access and use of the Sunderland Public Library's Systems is intended for business-related purposes, including communications with coworkers and colleagues and researching topics relevant to Sunderland Public Library business. All existing state, federal and local laws and Sunderland Public Library policies apply to your conduct while using the Sunderland Public Library's Systems, particularly those that govern intellectual property protection, sexual or other harassment, misuses of Sunderland Public Library resources, privacy rights and confidentiality.

The Policy sets forth general guidelines and examples of prohibited uses of the Sunderland Public Library's Systems for illustrative purposes, but does not attempt to identify all required or prohibited activities by users. Questions regarding whether a particular activity or use is acceptable should be directed to the Library Director. These guidelines may be supplemented by more specific administrative procedures and rules governing day-to-day management and operation of the Sunderland Public Library's Systems. Furthermore, this Policy may be amended from time to time and is meant to be read in conjunction with all other applicable policies of the Sunderland Public Library.

II. PRIVACY.

Users should not expect any right of privacy in said Systems, including electronic communications and information made or stored on the Sunderland Public Library's Systems. The Sunderland Public Library retains the right to inspect its Systems, including any Sunderland Public Library-owned or leased computer or electronic communications equipment, any data contained in such equipment and any data sent or received by that equipment. The Sunderland Public Library will exercise that right when reasonable and in pursuit of legitimate needs for supervision, control and the efficient and proper operation of the workplace. Users should be aware that appropriately-authorized network administrators may monitor network traffic, and/or access all files, including email files and Internet use history, stored on any equipment.

All electronic files and documents originating from or passing through the Sunderland Public Library's Systems are considered to be the property of the Sunderland Public Library.

III. SECURITY.

All usernames and passwords are for the exclusive use of the individual to whom they are assigned. The user is personally responsible and accountable for all activities carried out under his/her username and should take all reasonable precautions to protect his/her password. The password associated with a particular username must not be given or divulged to another person (with the exception of the Library Director). No one may use, or attempt to use, a username or password assigned to another person, or pose as another user.

IV. INTERNET GUIDELINES.

While we increasingly use the Internet as a tool in the workplace, misuse or abuse of the Internet can result in wasted time, as well as potentially violate laws, bylaws, ordinances, regulations or other Sunderland Public Library policies. Therefore, users should adhere to the following Internet guidelines.

- A. Use for Official Business. It is the Sunderland Public Library's policy to restrict Internet access to official Sunderland Public Library business.
- B. Authorization. Authorization for Internet access must be obtained through the Library Director. Once authorization is approved, each user is responsible for the security of his/her account password and will be held responsible for all use or misuse of such account (see Section III., SECURITY, above).
- C. Compliance with Laws. Users must not utilize the Internet to knowingly violate any state, federal or local law, or the laws of any other nation. United States copyright and patent laws may apply to information and material(s) accessed through the Internet, and care should be taken to not violate the copyrights or patents of others on or through the use of the Internet.
- D. Viruses. All appropriate precautions should be taken to detect viruses, including scanning all computer files (including attachments) that are downloaded and/or opened from the Internet, before installation or execution of such files/attachments. Users should direct any questions regarding the proper use of virus detection software to the Library Director prior to downloading and/or opening any computer files/attachments.
- E. Sunderland Public Library Monitoring. As noted above, users should not have any expectation of privacy as to their computer or Internet usage, including the receipt and sending of email. It is possible for the Sunderland Public Library to monitor Internet usage histories and/or patterns, and the Sunderland Public Library may inspect, without limitation, any portion of its Systems, including files stored on any of the Sunderland Public Library's hard drives, to the extent necessary to ensure compliance with this policy or any other applicable state, federal, or local law or Sunderland Public Library policy.
- F. Prohibited Practices.
 - 1. Users shall not use Sunderland Public Library computers to download or distribute pirated software or data. Any software or files downloaded via the Internet may be used only in ways that are consistent with the licenses or copyrights. The downloading of games or other programs for amusements purposes is strictly prohibited.
 - 2. Users shall not make an unauthorized attempt to enter into another employee's computer (commonly referred to as "hacking").
 - 3. All computer hardware and software shall at all times remain the property of the Sunderland Public Library, and may not be removed from their respective sites or downloaded onto personal computer equipment without the express written approval of the Library Director. The installation or upgrade of computer software programs on computer hardware, without the express written approval of the Library Director, is strictly prohibited.

4. Users must not utilize the Internet to deliberately propagate any virus, worm, "Trojan Horse," trap-door or back-door program code, or knowingly disable or overload any computer system, network, or to circumvent any system intended to protect the privacy or security of another user.
5. Users shall not disclose any confidential information or promote personal political beliefs, discrimination, sexual harassment, and any unlawful activity; nor shall the Sunderland Public Library's computers be used for private financial gain, or commercial, advertising or solicitation purposes.
6. Use of the Sunderland Public Library's Systems, including computers, to display any kind of image or document that is obscene, pornographic, sexually explicit or sexually suggestive, is prohibited. Additionally, these materials may not be archived, stored, distributed, edited, or recorded using the Sunderland Public Library's network, printing, or computing resources.
7. Users shall not utilize the Sunderland Public Library's Systems for the purpose of sending "chain-letters," unsolicited mass emails, or other "spam."
8. Users shall not maliciously use or disrupt the Sunderland Public Library's computers, networks, Internet services; nor breach the Systems security features; nor misuse or damage the Sunderland Public Library's equipment; nor misuse passwords or accounts; nor attempt to access unauthorized sites; nor use the Sunderland Public Library's Systems after such access has been denied or revoked; nor attempt to delete, erase or otherwise conceal any information stored on any portion of the Sunderland Public Library's Systems.

V. ELECTRONIC MAIL ("EMAIL") GUIDELINES.

- A. The Internet does not guarantee the privacy and confidentiality of information. Sensitive material transferred over the Internet may be at risk of detection by a third party. Users must exercise caution and care when transferring such material in any form.
- B. The Secretary of State's Office of the Commonwealth has determined that email qualifies as "public records," as defined in Chapter 4, Section 7(26) of the Massachusetts General Laws. Therefore, all email mail sent by or received through the Sunderland Public Library's Systems shall be archived by the Library Director. All users shall retain either printed or digital record of email sent or received through the Sunderland Public Library's Systems, in the same manner that other paper records are kept by their departments, and in accordance with the Records Retention requirements.
- C. Users should be aware that opening programs or files attached to email messages may cause computer viruses to infect the Sunderland Public Library's Systems, and thus should only open such attachments from anticipated and trusted sources.

VI. TELEPHONE USAGE.

Telephones are provided for business use. Personal telephone calls may be permitted, but users should exercise good judgment in making such calls. The Library Director is responsible for monitoring his/her employees' telephone usage. Excessive usage for non-business related purposes, as well as misuse of telephones, such as to make harassing or threatening calls, may result in discipline, up to and including termination from employment.

VII. VIOLATIONS OF POLICY.

A violation/violations of this Policy may result in either the suspension or permanent loss of the privilege to use the Sunderland Public Library's Systems. It may also result in disciplinary action being taken against the employee, up to and including termination from employment. Additionally, users shall be personally liable for any losses, costs or damages incurred by the Sunderland Public Library related to violations of this Policy. Similarly, the illegal use of the Sunderland Public library's Systems may result in referral to law enforcement authorities. Employees shall report violations of this Policy to their supervisor, or in the case of The Library Director, directly to the Chair of the library's Board of Trustees. Retaliation against another user for reporting a violation or violations of this Policy, including the use of email or the Internet in a retaliatory manner, is strictly prohibited by the Sunderland Public Library.

ELECTRONIC COMMUNICATIONS AND COMPUTER USAGE POLICY.

This acknowledges that I have received and reviewed the Electronic Communications Policy of the Sunderland Public Library ("Policy"). By signing this form, I agree to abide by the Policy and any guidelines promulgated thereunder, and I agree to review periodically any changes or modifications. I recognize that the law and associated Policy regarding the use of the Internet, electronic mail and the Sunderland Public Library's electronic communications and information systems are continually evolving. Therefore, I understand that my regular review of this Policy is required.

Print name: _____

Signature: _____

Date: _____

To be included in employee's personnel file.