USE OF EQUIPMENT AND TECHNOLOGY BY STAFF POLICY

PURPOSE:
Employees of Albany Public Library will be provided access to information technology assets and other equipment and resources required to complete the duties associated with their jobs. This policy outlines the guidelines by which these resources may be used by Library employees and how they may be subject to monitoring.

POLICY:
This policy covers equipment and information technology owned by the Library including but not limited to: desktop computers, laptop computers, tablet computers, servers, printers, scanners, modems, WiFi, Internet access, email, phones (both landline and cellular), voicemail, fax machines, other hardware and software.

The Library provides equipment and information technology to employees who need it to perform their job duties. These tools are to be used primarily for official Library business in accordance with the specific rules that follow:

1) Personal Use – It is recognized that some personal use of Library owned equipment and information technology will occur. Personal use of equipment and information technology should be kept to a minimum during regular working hours; to the greatest extent practical, employees should limit personal use to break periods. Should an employee's personal use be deemed excessive by the Library in any matter, the Library reserves the
right to limit, restrict, or eliminate the employee's personal use.

2) Unauthorized Purposes – Equipment and information technology shall not be used: for any commercial promotional purposes, to conduct personal affairs in contravention of this policy, or to communicate any material of a political, religious, illegal, obscene, or derogatory nature, or for any other purpose that would violate any Library policy.

3) Authorized Hardware and Software Configurations – All hardware and/or software to be attached to Library equipment or information technology must be approved and
supported by the Library's IT Department. IT reserves the right to reconfigure or uninstall hardware or software on any Library equipment or information technology.

4) Security – Information technology shall not be left unattended in a state that affords an opportunity for unauthorized or inappropriate access to Library records, or otherwise compromises security.

5) Internet and Email Use – All Library employees are expected to be responsible "cybercitizens." That means being familiar with available tools, applicable rules, and cyber etiquette, and behaving accordingly.
   a. Material posted to Internet newsgroups, listservs, or bulletin boards should not reflect negatively on the Library, and not violate any trust or copyright laws
   b. Library email is considered to be a public record and may be subject to public disclosure in accordance with applicable law. Routine backup of email will occur as part of the system

maintenance performed by the IT Department.

6) <u>No Expectation of Privacy for Email or Voicemail</u> – All equipment and information technology provided by the Library remains the property of Library. Accordingly, the Library retains the right to review and control employee usage of such equipment and information technology. ***Employees shall have no expectation of privacy in voicemail or email communications***. Administration and/or the IT Department will, from time to time, review employee usage and/or information stored, sent or received on the Library's systems and no employee should expect that any such information is private.

7) <u>Use of Personally Owned Devices</u> – While Library employees are not required to use personally owned technology devices to complete their daily job duties, we understand that it sometimes happens. The Library is not responsible for maintaining personally owned technology devices. All communication utilizing personally owned mobile devices over the Library's WiFi system are subject to the policies stated above and should be assumed to be unsecure. Personal use of technology devices not owned by the Library for non-work purposes during working hours is strongly discouraged.

RESPONSIBILITY:

It is the responsibility of all Library employees to use equipment and information technology resources for work related purposes in accordance with the above stated policy. It is the responsibility of Library Administration and the IT Department to ensure that all employees are aware of this policy and to monitor usage of Library-owned equipment and information technology, where necessary.

PROCEDURE:

As stated above.

APPROVED ON:

Adopted: December 2014
Amended: December 2016
Amended: February 2021