

## **PERSONAL USE OF ELECTRONIC COMMUNICATIONS POLICY**

Telephone access, Internet access, computers, computer files, e-mail, software, and other electronic tools are provided by the Menominee County Library to its employees for work-related purposes. Employees are responsible for the security of their authorized passwords and accounts.

The Library is responsible for e-mail transmitted under its name, as well as for electronic access and communications conducted by employees. The Library is the owner of all such communications and reserves the right to access, monitor and disclose all messages and files received by, transmitted by, accessed via or stored on its communications systems.

### **RULES:**

1. Library e-mail should always be professional and courteous, and should only be used for work-related purposes. E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.
2. Library servers should not be used to store personal data or files.
3. Outside of scheduled work hours, employees may use the Library's computing, printing and photocopying resources, at the same cost charged to customers.
4. When using electronic communications equipment and tools provided by the Library for employee use, employees are forbidden to:
  - a. Permanently install software without prior approval.
  - b. Violate the Library's Acceptable Internet Use Policy or the Wireless Internet Policy
  - c. Violate the Acceptable use Policy of the Library's Internet Service Provider.
  - d. Access, send or solicit sexually graphic messages or images.
  - e. Send or respond to discriminatory or harassing messages disparaging others based on their race, national origin, gender, sexual orientation, age, disability, religion, or political beliefs.
  - f. Disseminate or print copyrighted materials in violation of copyright laws.
  - g. Carry on a private business or solicit money for personal gain.

- h. Gamble or engage in any online activity that violates state or federal laws.
- i. Transmit chain letters.

To avoid possible disciplinary action, employees should report inadvertent or unavoidable violations of this policy to the Library Director.

The Library uses an electronic Internet filter on all Library computers to comply with the requirements of the Children's Internet Protection Act. Employees may disable the Internet filter on staff computers only as required in the performance of work-related research that does not violate this policy.

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

**APPROVED: October 19, 2010**