

POLICY: Personal Use of Electronic Communications

Telephone access, Internet access, e-mail, and other electronic tools such as Instant Messaging, are provided by the Flint Public Library to its staff members for work-related purposes.

The Library is responsible for e-mail transmitted under its name, as well as for electronic access and communications conducted by staff members. 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 email should be used only for work-related purposes. All Library email should be professional and courteous.
2. During scheduled work hours, with the exception of approved breaks and lunches, computer resources should be used only for work-related purposes. This includes Internet access, Instant Messaging and any other electronic communications tools.
3. Library servers should not be used to store personal data or files.
4. During scheduled work hours, with the exception of approved breaks and lunches, personal telephone calls and personal use of cell phones must be limited to emergencies. Emergency long distance calls made for personal purposes must be reimbursed to the Library.
5. Outside of scheduled work hours, staff may use the Library's computing, printing and photocopying resources, at the same cost charged to patrons:
 - a. Payment for copies and prints may be made at the Loan Desk, if not paid via the library card payment system.
 - b. The Business Office copier is not to be used for personal copying.
6. While using electronic communications equipment and tools provided by the Library for staff use, staff is forbidden to:
 - a. Permanently install software without approval.

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CONTACT: Kay Schwartz kschwartz@fpl.info for further information

- b. Violate the Library's guidelines for *Acceptable and Unacceptable Use of Library Computers* found in *Appendix II - Internet Policy Statement* of the Library's *Materials Selection 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.

INADVERTENT OR UNAVOIDABLE VIOLATIONS

Staff should self-report inadvertent or unavoidable violations of this policy to their supervisors, to avoid possible disciplinary action.

FILTERED AND UNFILTERED USE OF STAFF COMPUTERS

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

Approved by Board of Trustees on August 7, 2008

Amended September 8, 2008

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EMPLOYEE ACKNOWLEDGEMENT FORM

POLICY: Personal Use of Electronic Communications

I have received a copy of the Flint Public Library's policy on Personal Use of Electronic Communications, adopted by the Board of Trustees on August 7, 2008.

I understand the terms of the policy and agree to abide by them. I realize this policy applies to me, and I understand that violation of this policy may subject me to disciplinary action up to and including termination.

I understand that all communications conducted with Library equipment and all data stored on or transmitted by Library servers are the property of the Library and are subject to monitoring and disclosure by the Library.

I understand this policy can be amended by the Flint Public Library at any time.

Staff Signature

Date

August 2008