Approved by the Chili Public Library Board 11/18/14
Reviewed 3/28/23

Staff Internet Usage Policy

Computers, computer files, the e-mail system and software furnished to employees are the property of the Chili Public Library and intended for business use.

Internet access to global electronic information resources on the World Wide Web is provided by the Chili Public Library to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of the Chili Public Library and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of the Chili Public Library. As such, the Chili Public Library reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet.

Abuse of the Internet access provided by the Chili Public Library that is in violation of law or the library's policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and

activities that are prohibited and can result in disciplinary action:

* Sending or posting discriminatory, harassing, or threatening messages or images
* Using the organization's time and resources for personal gain
* Stealing, using, or disclosing someone else's code or password without authorization
* Copying, pirating, or downloading software and electronic files without permission
* Violating copyright law
* Failing to observe licensing agreements
* Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
* Sending or posting messages or material that could damage the organization's image or reputation
* Participating in the viewing or exchange of pornography or obscene materials
* Sending or posting messages that defame or slander other individuals
* Attempting to break into the computer system of another organization or person
* Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
* Using the Internet for political causes or activities, religious activities, or any sort of gambling
* Jeopardizing the security of the organization's electronic communications systems
* Sending or posting messages that disparage another organization's products or services
* Passing off personal views as representing those of the organization
* Engaging in any other illegal activities

Employees shall at all times follow and be in compliance with the Chili Public Library's Social Media Policy.

Personal use of the Chili Public Library's Internet systems is authorized within reasonable limits as long as it does not interfere with or conflict with the Chili Public Library use. Employees are responsible for exercising good judgment regarding the reasonableness of personal use.

Communications on these systems are not private. Employees should be aware that the data they create on the system remains property of the Chili Public Library, and usually can be recovered even though deleted by the user. Despite security precautions, there is absolutely no fail-safe way to prevent an unauthorized user from accessing stored files. The confidentiality of any information stored or transmitted on the system cannot be guaranteed. Furthermore, information that is stored on the system or sent via e-mail may be subject to disclosure pursuant to the New York State Freedom of Information Law.

Employees shall not post, send, transmit, publish, download, upload, copy, print or otherwise disseminate information that is not for Chili Public Library related purposes without prior authorization. A breach of the terms of this Policy shall result in a referral to appropriate law enforcement officials where the breach involves suspected illegal or criminal activities.

Approved by the Chili Public Library Board 11/18/14
Reviewed 3/28/23