

## **DeKalb Public Library Network Usage Policy for Staff**

### **Access to the Internet**

The DeKalb Public Library is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved via the Internet. Furthermore, the Library will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

“Internet” includes all information accessed by Internet sites, E-Mail, on-line services, and bulletin board systems.

### **Acceptable Use**

All use of the Library’s connection to the Internet must be for job related tasks. Use is a privilege, not a right. General rules for behavior and communications apply when using the Internet. The Library’s Authorization for Internet Access contains the appropriate uses, ethics, and protocol for the Internet. Electronic communications and downloaded material, including files deleted from a user’s account but not erased, may be monitored or read by the Board, Director, and System Administrator.

### **Authorization for Internet Access**

Every Employee must sign the Library’s Authorization for Internet Access as a condition for using the library’s Internet connection. The failure of any employee to follow the terms of the Authorization for Internet Access, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

## **Administrative Procedures**

### **Acceptable Use of the Internet**

These procedures do not attempt to state all required or prescribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

### **Term and Conditions**

1. Acceptable Use – Access to the Library’s Internet must be for the purpose of work related tasks.

2. Privileges – The use of the Library’s Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Director will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time.
3. Unacceptable Use – The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
  - b. Unauthorized downloading of software, screen savers, and background images regardless of whether it is copyrighted or diversified;
  - c. Using the network for private financial or commercial gain;
  - d. Wastefully using resources, such as file space; ex. personal pictures
  - e. Gaining unauthorized access to resources or entities;
  - f. Invading the privacy of individuals;
  - g. Using another user’s account or password;
  - h. Posting material authorized or created by another without his/her consent
  - i. Posting anonymous messages;
  - j. Using the network for commercial or private advertising;
  - k. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, lewd, threatening, racially offensive, harassing, or illegal material; and
  - l. Using the network while access privileges are suspended or revoked.
4. Network Etiquette – The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - a. Be polite. Do not become abusive in messages to others.
  - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
  - c. Do not reveal the personal addresses or telephone numbers of patrons or colleagues.

- d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e. Do not use the network in any way that would interfere with other users' ability to use the network.
  - f. Consider all communications and information accessible via the network to be private property of DeKalb Public Library.
5. No Warranties – The Library makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Library will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, nondeliveries, missed-deliveries, or service interruptions caused by its negligence or the users' errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The Library specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. Indemnification – The user agrees to indemnify the DeKalb Public Library for any losses, costs, or damages, including reasonable attorney fees, incurred by the Library relating to, or arising out of, any violation of these procedures.
7. Security – Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Director. Do not demonstrate the problem to other users. Keep the user's account and password confidential. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to network.
8. Vandalism – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
9. During break time and meal times, the internet may be accessed for personal information, always remembering all sites & e-mail may be monitored by management.

## **Authorization for Internet Access**

The following requires reading and signature of employee

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date

I understand and will abide by the above *Authorization for Internet Access*. I further understand that should I commit any violation, my access privilege may be revoked, and disciplinary action and/or appropriate legal action may be taken. In consideration for using the Library's Internet connection and having access to public networks, I hereby release the DeKalb Public Library and its Board members, employees, and agents from any claims and damages arising from my use, or liability to use the Internet.

\_\_\_\_\_  
USER SIGNATURE

\_\_\_\_\_  
DATE

**PLEASE RETURN THIS FORM TO THE PERSONNEL OFFICE.**

(Please keep the policy for your files.)

Adopted by the Board of Trustees September 9, 2009