

Technology Acceptable Use Policy for Staff and Volunteers

JPAB Policy # 107

Approved: 5/2018

Last Revised: 6/2016

Five-year Review Schedule: 5/2023

In order to conduct business and provide services, Santa Cruz Public Libraries staff and volunteers have access to use the Library's computer technology and network. All computer technology, equipment, and electronic data used or placed on the Library network is the property of the Santa Cruz Public Libraries (the Library).

Good judgment and common sense are expected regarding the appropriate use of Library technology including the Internet, e-mail, and other electronic communication tools. Under this standard, it is not possible to list all of the allowed and prohibited uses of these resources. However, the following activities are expressly prohibited:

- Any activity that compromises the integrity of the Library.
- Any illegal act.
- Misrepresentation of the position or viewpoint of the Library.
- Release of protected or confidential information.
- Transmission, retrieval, or storage of any communications or other content of a defamatory, discriminatory, harassing, or pornographic nature.
- Transmission, retrieval, or storage of inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, or sexual orientation.
- Harassment of any kind.

Additional technology acceptable use requirements include:

- All staff-owned, non-Library, Internet-enabled devices (cell phones, tablets, laptops, etc.) must connect only to the "SCPLStaff" wireless network when performing online work procedures.
- Staff-owned devices are prohibited from being plugged into a wired data connection within the Library.
- Any computer equipment procured via a grant or gift that is able to connect to the Internet must undergo a LIT cybersecurity review and documentation process before being used.

Use of the Internet on public service desks must not interfere with work responsibilities. The Library allows the use of its equipment and Internet connections by staff on their personal time, which is defined as meal and break time during scheduled shifts, and before and after scheduled work, with Branch Manager permission and during operating hours. Employees must

use Library technology in a way that does not disrupt use by others. This includes, but is not limited to, sending or receiving excessive numbers of large files, emails, and peer-to-peer file sharing.

Every employee of the Library is responsible for the content of all text, audio, or image files that they place or send over Library network, Internet, and email systems. No email or other electronic communications may be sent that hide the identity of the sender or represent the sender as someone else.

Email and other electronic communications transmitted by Library technology are the property of the Library. While not examined without a reasonable and appropriate reason related to the transaction of Library business, employees should have no expectation of privacy regarding the use of Internet access, data files, voice mails, and emails conducted on Library-owned hardware and software resources. The Library reserves the right to examine, monitor, and regulate email and other electronic communications, directories, files and all other content including Internet use, transmitted by or stored in its technology systems, whether on- or offsite.

Internal and external email, voice mail, and text messages are considered business records and may be subject to discovery in the event of litigation. Employees must be aware of this possibility when communicating electronically within and outside the Library.

Any employee or volunteer who abuses Library-provided access to email, the Internet, or other electronic communications or networks, including social media, may be denied future access and be subject to disciplinary action up to and including termination from the organization, within the limitations of any applicable federal, state, or local laws.

Santa Cruz Public Libraries Technology Acceptable Use Policy

I acknowledge that I have received a written copy of the Santa Cruz Public Library's Technology Acceptable Use Policy. I understand the terms of this policy and agree to abide by them.

Name: _____

Date: _____

Signature: _____