



Clinton-Essex-Franklin Library System *Policy Statement on the Use of Communication and Computer Systems*

*Approved by the Board of Trustees
October 5, 1998*

Computers, e-mail and the Internet, telephones, and other computing and communications systems and devices are tools that the Clinton-Essex-Franklin Library System uses to support research and education and to provide work-related resources for its employees. Staff members are expected to use communication and computer systems in ways that advance CEF's interests and enhance the staff member's job performance.

Staff have no personal privacy right in any material created, received, saved or sent through CEF's communications and computer resources. All documents and information created, received, saved or sent on such equipment and systems are the property of CEF. Limited personal use is permitted with the understanding that CEF reserves the right to access and review all information at any time. Therefore, employees shall have no expectation of privacy in using Internet access, e-mail, voicemail or any other communication and computer equipment.

CEF encourages and in certain instances will require that staff use password protection on their various applications and equipment. However, neither the use of passwords nor other security measures diminish the Library's rights to access the materials on its systems nor do they create any privacy rights for staff in the files on any system. Files may be accessed for the business purposes of CEF in staff member's absence, upon authorization in writing from the Director. All passwords are the property of CEF. Simultaneous with their installation or any changes, any password or other security device shall be provided by the Director or her/his designee on the form provided in a sealed envelope. In addition the following conditions govern the use of passwords:

- No employee may give a password to another employee or outsider except as provided above
- No employee may use another's password
- No employee may install or use any password without notifying CEF as provided above

Internet and e-mail use and access are privileges extended to CEF employee. The CEF Director and/or designated supervisory staff reserve the right, at their sole discretion, to suspend such use and access upon any breach of the terms and conditions of this policy.

Information contained in CEF's computing and communications resources is considered confidential and proprietary to CEF. Employees are not authorized to disclose information or messages except in the course of discharging their duties for CEF.

CEF policy is to protect and honor the intellectual property rights of copyright holders. The potential exists for loss of control of intellectual property rights if materials are disseminated over communication or computer systems in violation of copyright. Staff should not forward or otherwise pass along electronic materials under copyright protection without authorized permission of the copyright holder, except as permitted by law. These considerations also apply to software. CEF prohibits the use on any CEF communication or computer system of pirated or unlicensed copies of software.

As with communications in all other media, no display, use or transmission of electronic communications or creation of computer files may contain sexually-oriented material, ethnic slurs, racial epithets, demeaning or obscene descriptions of individuals, or any other material that may be construed as disparagement or harassment on the basis of race, color, religion, sex, age, national origin, citizenship status, marital status, sexual orientation, disability, veteran status, or political affiliation.

Prohibited uses of computer and communications systems include, but are not limited to: soliciting, advertising or proselytizing others for commercial ventures, political or racial causes, outside organizations (including philanthropic organizations but excluding CEF-sponsored campaigns such as for the United Way), or for other non-job related purposes.

Staff violating provisions of this policy are subject to disciplinary action up to and including dismissal.