

Oscoda County District Library Employee Internet Policy

Personal Use of the Internet

Our network and Internet access are for official Library business. Employees may access the Internet for personal use only outside of work hours and only in accordance POL 3.005 Internet Acceptable Use Policy.

Prohibited Uses of the Internet

Employees may not, at any time, access the Internet using Library equipment for any of the following purposes:

- To view websites that offer pornography, gambling, or violent imagery, or are otherwise inappropriate in the workplace.
- To operate an outside business, online auction, or other sales site; solicit money for personal purposes; or otherwise act for personal financial gain or profit.
- To download or copy software, games, text, photos, or any other works in violation of copyright, trademark, or other laws.
- To stream, run, or download any non–Library-licensed software program without the express consent of the IT department and/or Library Director.
- To stream, run, or download music, video, games, widgets, or any form of multimedia, from the Internet.
- To read, open, or download any file from the Internet without first screening that file for viruses using the Library’s antivirus detection software. If you are unsure how to do this please notify the Information Technology Clerk or Director.

If you believe that your job may require you to do something that would otherwise be forbidden by this policy, ask the Information Technology Clerk or Director how to proceed.

No Personal Posts Using Library Equipment

Employees may not use the Library’s equipment to transmit their personal opinions by, for example, posting a comment to a blog or contributing to an online forum. Even if you don’t identify yourself as a Library employee, your use of Library equipment could cause your opinion to be mistaken for the Library’s view.

Internet Use Is Not Private

We reserve the right to monitor employee use of the Internet at any time. You should not expect that your use of the Internet—including but not limited to the sites you visit, the amount of time you spend online, and the communications you have—will be private.

Don't Use Personal Email Accounts for Work

Employees may not use their own personal email accounts to transact Library business. This includes storing work-related documents and email messages in your personal email account, sending work to your personal email account, engaging in work-related communications (with customers, clients, or coworkers, for example) using your personal email account, or “bouncing” messages from your Library email to your personal email when you are out of the office.

Although employees may find these practices convenient, they can create significant security problems, expose confidential Library information, and compromise the Library's record-keeping obligations.

Rules for Accessing Personal Email

Accessing your personal email account from work creates security risks for the Library's computer system and network. To help control these risks, employees must follow these rules when using Library equipment to access their personal email:

- You may access your personal email account during nonwork hours only, for a public Library terminal.
- Do not open any personal email messages from an unknown sender. Personal email is subject only to the security controls imposed by your provider, which may be less strict than the Library's. If a personal message contains a virus or other malware, it could infect the Library's network.
- Before you open any attachment, you must scan it for viruses using the Library's antivirus software. If you are unsure how to do this please notify the Information Technology Clerk or Director.

- You may not transact Library business using your personal email account, nor may you transmit any Library documents using your personal email account.

RECEIPT Oscoda County District Library Employee Internet Policy

Oscoda County District Library Employee Internet Policy, effective May 13, 2019.

I, _____,
acknowledge receipt of the Oscoda County District Library Employee Internet Policy. I understand that the Policy contained herein is to be followed, that they apply to me and I accept them without reservation as a condition of my continued employment with the Library. **I also understand that the Policy is not a binding contract, that I am an employee at will, employment can be terminated at any time, and that they are subject to change within the discretion of the Board.**

This policy replaces all prior employee Internet policies, and it is effective for all employees of the Library, except those holding elected Library positions. In the case of employees who are now or hereafter may be covered by a collective bargaining agreement, the collective bargaining agreement will control, but only to the extent it conflicts with these Policies.

Date

Employee