

Oscoda County District Library Computer and Software Use Policy

The Library may provide you with computer equipment and access to the Library's network in order to perform your job.

Use of Computer Equipment

The Library's computer equipment and network are intended for Library use. You may use the Library's computer equipment for occasional personal purposes, but you may do so during nonwork hours only and at a public access workstation. Excessive personal use of the Library's computer equipment, even during non-work hours, will be cause for discipline.

The Library has the ability to access and review all information stored on the Library's computer equipment and network. The Library reserves the right to perform such an inspection at any time, for any reason. You should not expect that any files, records, or other data stored on the Library's equipment and network will be private, even if you attempt to protect its privacy (for example, by using a password or designating it as "personal").

Remote Access

While software and programs that allow users remote access to a computer (for example, access to your home computer from work or your work computer from home) can be convenient, they also present security risks. Therefore, employees are prohibited from using these tools to access their work computers (and the Library's servers and network) from a distance, or to access any outside computer from their work computers, unless specifically authorized by the Library Director.

Employees are prohibited from using **personal** file-hosting services or cloud storage services, such as Dropbox or Google Drive, for work-related files, unless specifically authorized by the Library Director. The Library provides every employee an email address and access to Google Drive via G Suite, and all library related files should be weekly backed up to Google Drive.

Encryption and Encoding

You may not encrypt or encode any files, data, or other information stored on the Library's computer equipment or network. If your job requires you to use encryption or encoding software, you may use it only for Library-related reasons and only with the permission of the Director.

Software Use

It is the Library's policy to use licensed software only in accordance with the terms of its license agreement. Violating a license agreement is not only unethical; it is also illegal and can subject the Library to criminal prosecution and substantial monetary penalties.

To help us adhere to this policy, employees may not do any of the following without permission from the Director:

- Copy any Library software program for any reason.
- Install a Library software program on any computer (including your home computer).
- Install a software program (including software licensed or owned by the employee) on any Library computer.
- Download any software program from the Internet to a Library computer.

The Library may audit Library-issued computers and devices at any time to ensure compliance with this policy.

RECEIPT Oscoda County District Library Computer and Software Use Policy

Oscoda County District Library Computer and Software Use Policy, effective May 13, 2019.

I, _____,
acknowledge receipt of the Oscoda County District Library Computer and Software Use 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