

# Amityville Public Library

## Staff Internet Use Policy

### **Personal Use of the Internet**

Our network and Internet access are for official Amityville Public Library work related activities. Employees may access the Internet for personal use, i.e. shopping, banking, reading eBooks etc., only outside of their work hours and only in accordance with the terms of this policy and other Library policies such as “Staff Computer & Software Use”. Any employee who engages in excessive Internet use on Library equipment, in contravention of the policy herein set forth, may be subject to discipline.

### **Prohibited Uses of the Internet**

Employees may not, at any time, access the Internet using Amityville Public 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 Library Director and IT department.
- To download or use personal Instant Messaging software from the Internet to send or receive instant messages. For example, employees may not use Yahoo! Messenger, AOL Instant Messenger, Windows Live Messenger, or Google Talk.
- To use Library resources to create or maintain a personal blog, personal website, or personal page on a social networking site, or to upload content or make personal postings online, nor may you do so on Library time. Changing proxy settings or unblocking social media sites is prohibited. Social Media is blocked on all Library

staff computers except for Social Media Administrators. Social Media Administrators may only use social media for work-related activities.

- To stream, run, or download music, video, games, mini-desktop applications (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 Amityville's virus detection software.

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

To ensure that employees comply with this policy, the Library may use software that will block your access to many prohibited sites. However, some inappropriate websites may escape detection by the software: The fact that you can access a particular site does not necessarily mean that site is appropriate for workplace viewing.

### **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.

### **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.

Employees who violate this policy will be subject to discipline, up to and including termination. Employees covered by the Collective Bargaining Agreement will be subject to disciplinary action as stipulated under Article 10, Section L of said Agreement.

Adopted May 16, 2013