

Amityville Public Library

Staff Computer and Software Use Policy

The Amityville Public 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 business use. You may use the Library's computer equipment for occasional personal purposes, but you may do so during non-work hours only. Excessive personal use of the Library's computer equipment during non-work hours, is not permitted. "Non-work hours" is defined as hours when the staff member is not scheduled to work, but when the Library would generally be open. It does not imply that staff members can access the Library when the building would otherwise be closed.

The Amityville Public 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"). See also the section on Encryption and Encoding, below.

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) from a distance, or to access any outside computer from their work computers, unless specifically authorized by the Library Director and enabled only by the Network Consulting firm.

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 Library Director.

Software Use

It is our 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 Computer Consulting Company:

- 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-owned computers at any time to ensure compliance with this policy.

Disciplinary Action

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 April 18, 2013