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# Responsible Use of Technology

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## **INTRODUCTION/STATEMENT OF PURPOSE**

The Library is committed to promoting public trust in its management of information and technology assets. Inappropriate use of technology exposes the Library to risks including virus attacks, compromise of network security, privacy or confidentiality breaches, and potential legal liability. The Library is committed to protecting its partners, patrons, staff, and the organization from illegal or damaging actions by individuals, either knowingly or unknowingly.

The purpose of this policy is to outline acceptable and responsible use of technology at the Library. The terms of this policy are intended to protect both the employee and the organization. Nothing in this policy is intended to impose restrictions that are contrary to the Library's established culture of openness, trust, and integrity.

## **SCOPE AND DEFINITIONS**

This policy applies to all Library employees, contractors, consultants, and other workers, including all personnel affiliated with third parties (referred to collectively as "users"). The term "patron" in this policy applies to Library users.

The policy applies to assets and equipment owned or leased by the Library. Technology systems include, but are not limited to, computer, network and telecommunications equipment, software, operating systems, storage media, network accounts providing access to electronic mail, Internet/Intranet/Extranet-related systems, and data.

Usage is also governed by all other applicable Library Board policies such as the Employee Code of Conduct, Confidentiality, and harassment policies.

## **STANDARDS**

The following standards apply to all users of Library technology:

- Users are expected to comply with all applicable legislation, regulations, policies and standards.
- All technology related hardware, software, applications, and data are strictly the property of the Library and should be used for work-related purposes.



- Employees are permitted occasional personal use of Library technology systems provided such use does not contravene this or any other Library Board policy and does not interfere with an employee's regular work duties. The Library is to be reimbursed for costs incurred as a result of personal use.
- Any content created or transmitted using Library technology systems will be managed as a Library record. Users should be aware that all documents, including email messages, produced using Library technology systems are the property of the Library and may be accessed by the employer at its sole discretion should this be required as part of an investigation.
- Users are expected to maintain and protect passwords for Library technology systems and website access (i.e. vendors, service providers, support sites, etc.) and are expected to provide them when so directed by the employer.
- Users are expected to respect licensing agreements, copyright, and other intellectual property rights at all times.
- Users are expected to use only legal and authorized software.
- Users are expected to safeguard the productivity, integrity, or security of Library technology systems.
- Users will not divulge, share, or compromise their own or another's Library authentication credential.
- Only users who are authorized to do so will monitor information technology networks.
- Users are expected to use email in a professional and responsible way.
- Users shall not knowingly access Internet sites that contain illegal, inappropriate, or offensive content.

In addition to these standards, users are expected to follow all specific guidelines that are in place to safeguard the security of integrity of all Library technology systems.

**Approved by the Greater Victoria Public Library Board:**

**November 24, 2009**

**Reviewed by the Policy & Program Development Committee:**

**November 17, 2009**

**Amended by the Greater Victoria Public Library Board:**