

Warren-Newport Public Library District **Staff Manual**

516 Computer and Email Usage

Effective Date: 07/12/2006

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Computers, computer files, the email system, and software furnished to employees are Warren-Newport Public Library District (WNPLD) property and intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and email usage may be monitored.

In order to maintain a workplace free of harassment and sensitive to the diversity of its employees, WNPLD prohibits the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons are not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment, discrimination, or disrespect.

Employees should not consider their email communications to be private when using staff computers, software, or email accounts. Personal passwords are not an assurance of confidentiality. Email may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other nonbusiness matters. Email must not be used to divulge any confidential or proprietary information about WNPLD.

WNPLD purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Any software or related documentation purchased by WNPLD may be used only in ways consistent with the licensing agreements and copyrights of the vendors, authors, or owners of the material.

Employees should notify their immediate supervisor, the Executive Director or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.