

Topic: Technology

4.3 Employee Technology Code of Conduct

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Attachments:	Technology Code of Conduct Form

Signature of Board Chairperson (and Date):

Purpose:

The purpose of this policy is to define the North Kawartha Public Library's position concerning the appropriate use of computer and information technology.

Scope:

This policy is applicable to persons who have access to Library owned equipment or software.

Background:

The North Kawartha Public Library's information technology (IT) environment greatly increases our ability to adapt technology to business needs. The technology allows staff to communicate with others and share information and peripheral devices. At the North Kawartha Public Library, information technology systems and the electronic records within our department are valuable assets. The goal of the Technology Code of Conduct is to protect these assets from loss or damage and improper or litigious disclosure or use.

Policy:

All computer equipment (desktops, notebooks, servers, etc.), licensed versions of software programs, and electronically created files and emails are considered to be the property of the North Kawartha Public Library. Library property shall not be defaced or altered in any manner.

The CEO/Librarian and Technical Services & Programming Manager are responsible for ensuring that staff follow this Code of Conduct. Failure to comply with the Code of Conduct may result in loss of privileges and/or disciplinary action up to and including dismissal, depending on the severity of the infraction.

Personal use of the North Kawartha Public Library Information Technology

Use of library owned information technology for personal use is acceptable during non-working hours, provided the privilege is not abused. Employees are responsible for using technological resources in an appropriate, secure, ethical and legal manner. Non employees are strictly prohibited from using library owned information technology during non-working hours.

Use of library owned information technology to conduct a for profit business or for personal gain is prohibited.

Inappropriate Use and Inappropriate Material

Employees may not use technological resources in an inappropriate manner.

Employees using the North Kawartha Township's technological resources are acting as representatives of the Library. As such, employees should act accordingly to avoid damaging the reputation of the Library. For example, email creates an electronic "paper trail" that may be subject to production to third parties through legal mechanisms. As a rule of thumb you should not write anything in an e-mail that you would not want to read in the local newspaper.

In this Technology Code of Conduct,

Inappropriate Use means using the Library's technological resources for, but not limited to:

- a. Personal use other than as outlined above,
- b. Creating, accessing, sending, uploading, downloading, posting, loading or saving inappropriate material,
- c. Creating, accessing, sending, uploading, downloading, posting or loading information that constitute threats, harassment, libel, slander, defamation or other similar act,
- d. Creating, accessing, sending, uploading, downloading, posting or loading information that constitutes a nuisance, including spamming and virus distribution

Inappropriate Material means, but is not limited to:

- a. Any pornographic or violent material including text and pictures
- b. Hate propaganda
- c. Other material prohibited under other legislation and policies (see Reference Material)
- d. Any material deemed inappropriate by the CEO/Librarian or the Technical Services & Programming Manager of the North Kawartha Public Library

If an employee inadvertently accesses such information, they should immediately delete the information and inform the CEO/Librarian of the occurrence. This will protect employees against any allegation that they have intentionally violated this policy.

Maintaining the Integrity of the Technological Systems

Software/Hardware Installation and Use

Caution: The simple act of installing software in your computer will alter its configuration and may result in disruption to your network access.

Only software that has been licensed, provided or is owned by the Library may be used on the Library's computer equipment, unless otherwise approved by the Technical Services Coordinator. All software on Library computers must be used in accordance with its license/copyright agreements. Employees must adhere to all registration restrictions. For each software program installed on behalf of the Library, the Technical Services & Programming Manager will retain a complete registered program package.

Installation, downloading, or the use of unlicensed, freeware, shareware or hardware is strictly prohibited.

The Technical Services & Programming Manager, will arrange and co-ordinate all services which relate to installation of new hardware and software and the replacement of software and/or relocation of existing hardware and peripherals.

Employees may not install their own hardware (i.e. scanners, CD burners from home) on a Library owned computer without the written approval of the Technical Services & Programming Manager.

Employees may not install any software (licensed or unlicensed) on a library owned computer.

All users shall abide by the copyrights of works accessible through computers connected to the Network or Internet.

Virus Protection

It is the responsibility of all employees to exercise caution when receiving any email containing attachments. Precautions should be taken in opening unknown email or emails containing unknown .exe, .bat, .com, .avi, .mpg, or similar files. Users should immediately notify the Technical Services & Programming Manager if they have identified a possible security or virus problem. The inadvertent spread of computer viruses can also be avoided by confirming that Antivirus update files have been installed automatically.

Documentation Back-Up and Retention

All information created or stored on the computer or transmitted through email is in the custody and control of the Library and is subject to the Municipal Freedom of Information and Protection of Privacy Act. It may be necessary to retrieve electronic email and/or files on the system should a request be made through this Act.

The Technical Services & Programming Manager is responsible for backing up all files/data stored on the Library network server. Employees are responsible for backing up local drives on his/her assigned computer.

All employees should check their email frequently and delete unwanted messages promptly from their Inbox, Sent Items and Deleted folders.

Confidential information should not be placed in computers without protecting it appropriately. This applies not only to networked computers, but also to computers, tapes, disks or any other storage device as they have the potential to be stolen or lost.

Security

Employees may not attempt to gain unauthorized access to the Network or to any computer system through the North Kawartha Public Library Network, or go beyond their authorized access.

Employees are responsible for the use of their individual password and must take reasonable precautions to prevent others from being able to use their account. Employees must not give or share access to password protected or private resources. In the event that an account is breached or shared, the Technical Services & Programming Manager will be notified immediately to re-set the account password.

To ensure the privacy and security of information, employees should ensure their workstations are shut down or locked/logged out when they plan on being away from their desk or office for extended periods of time.

Monitoring

Although the North Kawartha Public Library does not make a practice of monitoring emails and/or websites visited, the Employer does reserve the right to access and disclose the contents of all Internet access, and messages created, sent or received using its email system. The Employer may also review any and all contents stored in Library computers, including files that are identified as personal, without notification to its users. Email, Internet access and/or redirect email or Internet documentation may be monitored for propriety, legal ramifications, or investigation of reported violations.

Disciplinary Process

Failure to comply with this Technology Code of Conduct may result in loss of privileges and/or disciplinary action up to and including dismissal, depending on the severity of the infraction. In the event that an employee has violated this policy, appropriate discipline will be initiated.

Appropriate legal authorities will be contacted if there is suspicion of illegal activities.

Reference Material

The following documents are referenced throughout this Technology Code of Conduct. For more detailed information, please refer to the appropriate document.

Human Rights Code Link: www.ohrc.on.ca

Criminal Code of Canada Link: Part VI Invasion of Privacy

<https://laws-lois.justice.gc.ca/eng/acts/c-46/page-42.html>

Freedom of Information and Protection of Privacy Act:

<https://ontario.ca/laws/statute/90f31>

Technology Code of Conduct

The North Kawartha Public Library as a Corporation is responsible for the behaviour of employees and any act or thing done or omitted to be done in the course of employment by an employee is deemed to be an act of the Library.

To ensure employees know and understand the North Kawartha Public Library Technology Code of Conduct Policy, all are asked to read the attached policy and sign below to indicate their understanding.

I have reviewed the Technology Code of Conduct Policy of the North Kawartha Public Library and understand the issues and requirements stated within it.

Signature

Print Name

Date