Title:	Internal Internet Usage Policy	
Policy Type:	Human Resources	**Policy Number**: 400-04
Approval By:	Resolution Number RB 2017-05-15	
Approval Date:	May 15, 2017	
Revised Dates:	April 26, 2021; June 26, 2023	
Review Date:	May 2026	

PURPOSE

This policy sets out the guidelines for the acceptable use of computers, online systems and other electronic devices issued by the Library.

SCOPE

This policy covers staff, volunteers and contractors (referred to as users) on library issued computers and mobile devices, library email and network; and participation in online forums where staff are identified as representing the library.

Individuals accessing library email, networks, staff Wi-Fi, social media, and online forums using personal devices are subject to this policy.

DEFINITIONS

Prohibited Materials - materials counter to the Library's policies and values, and any content that is illegal.

Unacceptable use – usage that is not consistent with this policy or with the Online Code of Conduct Appendix 1. Prohibited activities include accessing, storing or forwarding harassing, obscene or other materials that are not conducive to a positive work environment.

POLICY STATEMENT

The library provides staff and other specified users with technology to support their work on behalf of the library.

Use of library equipment for personal or business use not related to the library is prohibited. Access to the library in-house equipment outside of work hours is not permitted without authorization. Personal files shall not be stored on library computers or on the city network and will be subject to deletion.

Users of library-provided hardware, software and network systems assume personal responsibility for appropriate use and compliance with this policy and other applicable policies, as well as, provincial and federal laws and regulations. Users may not modify the library's computer equipment, software, or network without authorization.

Users of the library's social media platforms shall use them in a manner that is consistent with the library's goals, values, and mission.

Users are responsible for employing cyber security best practices while using library equipment, software, email, and online accounts. They shall not share individual or organizational passwords. Any breach or attempted breach of online security by outside parties shall be reported immediately to the Manager of Technology and Collections.

Users are responsible to read, understand and comply with applicable terms of use, licenses, contracts and agreements for the systems used.

Content and work done on library systems by library employees or contract personnel is owned by the library.

Inadvertent access of prohibited material will not be considered a violation; however, storing, forwarding or printing of such material (except where reporting a potential violation to management) shall be considered a violation of this policy and be subject to disciplinary measures.

Violations may result in disciplinary action against the user involved, up to and including dismissal (if an employee).

The CEO or designate may request an audit of a user's operation of the system if abuse or contravention of this policy is suspected.

RELATED POLICIES

300-02 Access to Information and Protection of Privacy Policy
300-06 Social Media Policy
300-02 Records Management and Protection of Privacy Policy
300-26 Computers and Internet Usage Policy
400-05 Workplace Code of Conduct
400-09 Human Rights Policy; Anti-Harassment/Discrimination/Violence
400-10 Electronic Monitoring Policy

Appendix 1: Online Code of Conduct

Users using email or participating in online forums and social media need to ensure their use complies with library policy.

Appropriate Use of a Library Email Account

The following activities are generally authorized uses of SSMPL email:
- communicating with staff, official bodies and vendors as required by the position;
- responding to public inquiries;
- participating in professional, job-related research;
- distributing work related correspondence;
- accessing approved job-related distance learning opportunities, and
- participating in job-related listservs, mailing services, blogs, etc.

Appropriate Use of Internet

The following activities are generally authorized uses of the Internet:
- research related to patron information inquiries;
- research related to developing resources for the library website and catalogue;
- accessing other sites as required to perform job duties, and
- using instant messaging and other technologies as part of the job function.

Rules of Online Participation

You are representing the library. Be mindful of what you say online and how you say it.

Your statements should reflect the visions and values of the Sault Ste. Marie Public Library.

Protect the privacy of yourself and others; be careful when sharing personal information and make sure not to provide personal information about customers or other staff.

Be transparent and honest. The use of false screen names or pseudonyms is discouraged. Staff may wish to use their first name and last initial to protect their privacy.

Use good judgment; think before you act. Ensure your online activities are consistent with your approved mandate. Ask if you are unsure.

Stay focused and active; building trust and a positive online reputation takes time and requires a consistent effort.

Know your role. Most online participation is for promoting services and resources. Online discussions which become political should be referred to management.

Report inappropriate behaviour. The library strives to create a workplace free of discrimination and harassment; The library cannot control and is not responsible for activity that occurs on other systems. Such incidents should also be reported to your supervisor.