



FLON PUBLIC LIBRARY

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POLICY: Appropriate Use of Information Technology Resources

LIBRARY COMMITMENT

In support of its mission the Flin Flon Public Library makes computing, network, and other information technology resources available to a wide variety of users.

POLICY

This policy applies to all community members, patrons, volunteers, employees, and contractors working and accessing the Flin Flon Public Library's information technology resources. This policy refers to all information technology resources within the Flin Flon Public Library whether individually controlled or shared, stand-alone, or networked. It applies to all computer and communication facilities owned, leased, operated, or contracted by the Flin Flon Public Library including computers, tablets, smartphones, networks, and associated peripherals and software. All individuals having access to the Flin Flon Public Library's computing systems are bound by Canadian and Saskatchewan laws and statutes relating to copyright, obscenity, harassment, and security regarding electronic media.

RESPONSIBLE AND AUTHORIZED USE

All community members, patrons, volunteers, employees, and contractors are entitled to use the Flin Flon Public Library computing facilities for which they have been authorized. As such, all users of the Flin Flon Public Library-owned or the Flin Flon Public Library-leased information technology resources must:

- a. Take responsibility for the integrity of the resources under their control.
- b. Respect the rights of others, including safeguarding the privacy of person-to-person communication and other personal and confidential information.
- c. Respect and comply with all laws, the Flin Flon Public Library policies, copyrights, software licenses, contractual agreements, and intellectual property rights.
- d. Use the computing system for bona fide library purposes in support of the Flin Flon Public Library's goals and objectives. Other uses not authorized by the Flin Flon Public

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Library, such as conducting commerce, are not permitted. The computing system may be used for incidental personal use by employees.

- e. Abide by the security practices, measures, and restrictions in place.
- f. Have proper authorization for the technology resources used and accessed.
- g. Provide proper and correct sender identification in all electronic correspondence.
- h. Not monitor network transmissions and general network traffic on the Flin Flon Public Library's networks.
- i. Not use computing and network resources to access, create, view, listen to, store, or transmit material that is harassing, obscene, abusive, illegal, pornographic, discriminatory, or that otherwise violates applicable laws, the Flin Flon Public Library's policies or community standards.

The foregoing is not intended as an exhaustive list of permissions and prohibitions governing the use of computing and network resources. Sections 342.1, 430 and other parts of the Criminal Code as well as parts of the Canadian Charter of Rights and Freedoms and other relevant legislation are also pertinent. Individuals must report violations of this policy and possible security lapses to the Administrator of the Flin Flon Public Library to ensure the Flin Flon Public Library's information technology resources can be maintained.

Rights of Authorized Users

All users of the Flin Flon Public Library-owned or the Flin Flon Public Library-leased information technology resources must be aware that access to technology resources is a privilege. However, having been granted the privilege, authorized users of the Flin Flon Public Library's computing system have certain rights including:

- a. Access shall not be denied or removed without just cause.
- b. The resources and other devices or networks to which they are connected will not be violated by misrepresentation, tampering, destruction, or theft.
- c. A right to privacy but not absolute privacy of their files, data, and electronic mail unless the integrity and availability of the Flin Flon Public Library's computing system is jeopardized.
- d. Authorized access to and use of the resources will be protected by the Flin Flon Public Library as is technically and reasonably possible.

Maintenance of Resources by the Flin Flon Public Library

- a. All files on the Flin Flon Public Library computers are owned by the Flin Flon Public Library and are the property of the Flin Flon Public Library. The Flin Flon Public Library reserves the right to inspect that property in appropriate circumstances and take measures to ensure the integrity and availability of the Flin Flon Public Library's information technology resources.
- b. The Flin Flon Public Library has the right to examine files, data, and email to gather sufficient information to diagnose and correct system hardware and software problems or to determine if a user is acting in violation of the policies stated in this document.
- c. The Flin Flon Public Library has the right to suspend an account or access to the Flin Flon Public Library's networks without prior notification to users if they are deemed to be in violation of the Flin Flon Public Library policies.

The Flin Flon Public Library reserves the right to recover from its employees any direct or indirect costs incurred as a result of any violation of this policy, in addition to any other disciplinary sanctions which may be imposed.