SECTION 6: HUMAN RESOURCES
POLICY 6.18: APPROPRIATE USE OF COMPUTER RESOURCES

Passed:
Amended: January 25, 2015

6.18.1 Computer Access

The Library provides access to computer equipment, programs, databases, electronic mail and the Internet (collectively, "computer resources") for information and educational purposes. Staff using the Library's computer resources are expected to use these resources responsibly and only for legal purposes. Responsible use of these resources requires that all staff do the following:

6.18.1.1 Respect the legal protection provided by copyright and licence to programs and data.

6.18.1.2 Respect the rights of others by complying with all Library policies regarding sexual, racial and other forms of harassment, and by preserving the privacy of personal data to which they have access.

6.18.1.3 Respect the privacy of others by not tampering with their files, tapes, passwords, settings or accounts, or by representing others or impersonating others.

6.18.1.4 Use only computer IDs or accounts and communication facilities which they are duly authorized to use, and use them only for the purpose for which they are intended.

6.18.1.5 Respect the integrity of the computing system and data, for example by not intentionally or through negligence developing programs or making use of already existing programs that harass other users, or infiltrating a computer or a computing system, and/or damaging or altering the software components of a computer or computing system, or gaining unauthorized access to other facilities via a network.

6.18.1.6 Use resources in a manner which is consistent with the ethical principles set forth by the Library and within accepted community standards.

6.18.1.7 Respect and adhere to any local, Provincial, Federal law which may govern use of these resources. These include, but are not limited to, the Criminal Code of Canada, the BC Civil Rights Protection Act and the BC Human Rights Act .

6.18.2 Unethical and Unacceptable Actions

The Library recognizes that unethical and unacceptable actions can occur. These include:

6.18.2.1 Access or attempt to access resources as defined above without appropriate authorization.

6.18.2.2 Disruption of the proper use of these resources.

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6. 18.2.3 Destruction or modification of the integrity of computer based information.

6.18.2.4 Invasion of the privacy of others' use of these resources.

6.18.2.5 Use or sale of these resources for personal gain without authorization.

6.18.2.6 Violation of the protection provided by copyright and/or licence for computer programs.

6.18.2.7 Unauthorized use of another person's account.

6.18.2.8 Using the resources to violate any Library regulations, or any Provincial or National regulation or law.

This list is not exhaustive.

Use of Library computer resources or personal electronic devices for personal purposes will occur only during scheduled breaks from work (i.e. lunch or rest breaks).

Should a person permit another person to use his or her account, the account holder will be held responsible for the other person's use.
Prince George Public Library has the right to audit its systems to ensure compliance with this policy.
All managers will ensure that their staff are aware of this policy.
Staff are encouraged to seek clarification regarding responsible use when unsure.

The consequences of unethical and unacceptable use are outlined in Prince George Public Library Procedures – Section 5.3.2 - Human Resources, Performance Management, Disciplinary Action.