

| STATEMENT OF POLICY AND PROCEDURE | | | |
|--|------------------------------------|---------------|--------------|
| Section: | NLLS Employee(s) | Effective: | May 13, 2017 |
| Chapter: | Code of Ethics | Page(s): | 2 |
| Subject: | Internet and Computer Usage | Revised Date: | Sept 8, 2018 |
| | | | Sec 1, 3J |
| | | Reviewed: | Aug 2, 2018 |

INTERNET AND COMPUTER USAGE

1. Background

- a. Northern Lights Library System recognizes that the internet and usage of the World Wide Web has become deeply integrated into the daily business functions of the system, consistent with this, it is necessary to clearly state both for the purpose of clarity of the obligations of NLLS employees, and for purposes of legal declaration, the rules that all employee(s), and others who may utilize NLLS computer resources shall be governed by:

2. General Principle

- a. The guiding principle for both computer and internet usage at NLLS is that these are resources paid for and owned by the system, being used by employees on NLLS time, and should not be used for personal matters.
- b. NLLS has no objection to employees using computer resources on their own time for routine and benign matters such as internet browsing, booking flights, checking email, doing online banking, or similar matters, however personal usage should be restricted to breaks, lunchtime, or before or after hours, and should be consistent with other guidelines in this policy.

3. Restricted Uses

- a. The following are absolutely prohibited types of internet sites from being visited, ever, under any circumstances:
 - i. Gambling sites
 - ii. Adult Content Sites
 - iii. File sharing sites
 - iv. Gaming sites
 - v. Other sites deemed to represent a security risk by NLLS IT employee(s)

- b. In addition, sites not related to NLLS business activities should be viewed with great discretion with regard to content others may find offensive, sexist, racist, or otherwise inconsistent with a tolerant and inclusive workplace.
- c. Similar discretion shall be exercised with email correspondence to ensure it is also consistent with the guidelines for internet usage.
- d. IT employee(s) are specifically directed to restrict user rights for employee(s) found in violation of the above policy and/or implement the required technical means to enforce this policy.

NLLS Executive Board Chair

Sept 8, 2018

Date of Approval