Appendix 5

High Prairie Municipal Library

Responsible Use of Technology

Guidelines and Agreement – Staff

The High Prairie Municipal Library supports the use of technology to enhance learning. As new technologies continue to change the world, they also provide many new and positive educational benefits for the Library. The intent of these guidelines is to increase awareness and provide protection to staff regarding the responsible use of technology. The potential for conflict between work and home exists when using personally owned devices for work purposes, and all staff is advised to review this document carefully before choosing to use personally owned devices for work purposes.

***SECTION A: GENERAL USE OF TECHNOLOGY***

As a staff member of the High Prairie Municipal Library, I value having access to technology. To demonstrate my commitment and understanding of the level of responsibility that is required, I have read each of the expectations and guidelines listed below. I will abide by the responsibilities and expectations laid out for the use of electronic/computer devices.

***(A computing device includes but is not limited to the following that is used by the staff: Laptop computer, netbook, iPad, eReader, iPhone – or other device with internet access. E.g. BlackBerry, Cell Phone, iPod touch, PDA, Nintendo DS, etc.)***

While using technology I will exercise professional ethics and judgment

* I understand that having access to technology in the Library is a necessity.
* While fulfilling my assigned duties at work I understand that my personal files and information about every web page I visit may be accessible under the provisions of FOIP. I am aware that an individual search may be conducted as per existing legislation if there is reasonable belief that I have violated the law.
* I will comply with all privacy and copyright legislation.
* I understand that my actions using electronic/computer devices and accessing the internet reflect on me and the Library. I will conduct myself accordingly and exercise good judgment.
* I will only stream video, radio, and other high-bandwidth applications etc. for essential educational purposes.
* I will not share my Login password or any other user names and passwords provided by the High Prairie Municipal Library personnel with anyone and I will take appropriate steps to maintain the security of my account.
* I will always log out of / lock the computer and any applications when I have finished using them. I acknowledge that any actions done on a computer when I am lodged in are traceable to me.
* I will not use technology in any way that negatively affects any other staff, students or person. Example might be: offensive, obscene, inflammatory or defamatory language or images
* I will not use Library technology for personal use during work hours.

Responsible Use of Technology

Guidelines and Agreement – Staff

***Section B: USE OF PERSONAL COMPUTING DEVICES AT WORK***

If Library staff choose to bring their own personal electronic/computing devices, which are connected to the Library’s wireless network the General Use of Technology Guidelines (Section A) apply as well as the following:

* I will turn off all peer-to-peer (music/video/file-sharing) software or web-hosting services on my device while connected to the Library’s wireless network limiting the bandwidth that I am accessing.
* Loss of a personal device can possibly result in others accessing your personal and work-related information.
* Staff that connects their device to the Library’s email server is required to ensure their device is password protected.
* I understand the security, care and maintenance of my device is my responsibility.
* I understand that the Library is not responsible for the loss, theft or damage of my device. I am fully responsible for my property while it is at the Library.
* I will turn off all personal technology during work hours.

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| ***Staff Acceptable Use of Technology Guidelines and Agreement***  Staff Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Staff Section**  **\***to be signed yearly  ***Section A: General Use of Technology***  I have read the Acceptable use of Technology Guidelines and Agreement. I agree to follow the expectations contained in these guidelines.  Staff Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ***Section B: Use of Personal Computing Devices at Work***  I HAVE READ THE ACCEPTABLE Use of Technology guidelines and Agreement for the use of personal computing devices at the Library. I accept all responsibility when bringing my own personal computing device to the Library.  Staff Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |