

Acceptable Technology Use Policy

Topic Human Resources

Authority Board

Related Documents

Wood Buffalo Regional Library (WBRL) recognizes that the appropriate use of technology can result in more efficient and effective operations. Employees are encouraged to make use of the technologies available at WBRL, but only in a manner that is not in conflict with the policies, guidelines and procedures established by WBRL. WBRL employees must use technology in an efficient, ethical, and legal manner and use these resources for the express purpose of conducting WBRL business.

WBRL reserves the right to monitor the use of technology and applications by employees. This may include but is not limited to unscheduled checks of files and/or electronic messaging to determine whether systems are being used in a manner that is consistent with WBRL policies. Information stored on library owned devices may be accessed at any time.

If an employee is found to be in violation of WBRL acceptable use policies the employee may be subject to the following actions:

- Temporary or permanent suspension of some or all technology privileges.
- Disciplinary Action.
- Termination.
- Criminal Prosecution for violation of provincial or federal legislation or willful destruction of Library property.

History

Created: April, 1998.

Revised: March 20, 2024