

Acceptable Technology Use Policy

<i>Topic</i>	Human Resources
<i>Authority</i>	Board
<i>Related Documents</i>	

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.

All WBRL-provided technology must be used in a lawful, ethical, and professional manner, and solely for the purpose of carrying out WBRL business. Personal use is prohibited.

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, applications, internet usage, and electronic communications to determine whether systems are being used in a manner that is consistent with WBRL policies. Any data or information stored on library owned devices or systems is considered library property and 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 one or more of the following actions, depending on the nature and severity of the violation:

- Temporary or permanent suspension of some or all technology privileges.
- Disciplinary Action in accordance with applicable WBRL procedures and the collective agreement.
- Termination of employment.
- Criminal Prosecution for violation of provincial or federal legislation or willful destruction of Library property.

History

Created: April, 1998.

Revised: March 20, 2024. June 18, 2025.