

Subject: Electronic Data and Telecommunication

Application: Employees, consultants, contractors, temporaries

Westchester Library System's (WLS) electronic communication systems, such as computers, Internet access, email, and telephone systems are made available to all employees to carry out legitimate business of WLS. All electronic data, which includes but is not limited to software program, file and databases, stored in these systems is the property of WLS with the exception of data that is licensed to WLS by third parties, which is the property of their respective owners. All communications are subject to review. Therefore, users of WLS's electronic communications systems, with the exception of library patrons, have no expectation of personal privacy. The privacy of library patrons is not within the scope of this policy. In the context of this policy "employee(s)" shall mean any full-time, part-time, per diem, temporary, volunteer employee or any person(s) or vendor(s) engaged in a contract with WLS using WLS electronic communication systems.

WLS may access its electronic communications systems and obtain the communications of employees within the systems, including Internet usage. Except in circumstances when the Executive Director believes that prior notice will result in a loss of data, WLS will provide notice to any employee prior to accessing records of his or her electronic communications if the reason for obtaining such access is to determine if the employee has violated WLS policy or law. WLS may obtain such access without notice in order to maintain the system or in the case of an emergency or to comply with a valid legal and regulatory order for information; or to ensure that WLS's operations continue appropriately during an employee's absence.

WLS employees are encouraged to seek out and test solutions, including open-source software, to meet organizational needs. The Information Technology (IT) department is to be consulted before the adoption of any new software for production use. Further, unauthorized duplication of copyrighted computer software or any violation of federal copyright laws is strictly prohibited.

WLS's policy prohibiting harassment applies to the use of its electronic communications systems.

Electronic communication systems may not be used to solicit for religious or political causes.

No one may access, or attempt to obtain access, to another individual's electronic communications without appropriate authorization. Passwords to individually assigned accounts should not be shared.

Personal use of WLS equipment including, but not limited to its computers, telephone and Internet systems is permitted provided that usage does not interfere with the employee's responsibilities or interfere with the availability of WLS systems and must be kept to a

minimum and as short as possible. Employees should be aware that usage, including email messages, is logged. Email is discoverable and as such should be maintained in accordance with Policy #8 –Records Retention and Distribution. Personal use of WLS’s email systems should be avoided whenever possible.

WLS provides resources and equipment including, but not limited to, cellular telephones, computers, printers and Internet connectivity to employees for mobile and remote work. WLS recognizes that employees may use these systems for personal use; however, all users must adhere to Federal, State and local laws as well as WLS policies.

Any employee found to have violated this policy will be subject to disciplinary action, including, but not limited to, immediate termination of employment and WLS may pursue criminal charges based upon the nature of the violation.

If there is any uncertainty regarding the electronic communications and telecommunications policy, employees should speak with the head of Information Technology or the Executive Director for further clarification.

Last approved: September 29, 2020