



ELECTRONIC USE POLICY

Electronic mail (“e-mail”) is defined as an office communications tool whereby electronic messages are prepared, sent and retrieved on personal computers. Voicemail is an integrated system combining the capabilities of both data exchange and voice transmission. The Internet is defined as a communications tool whereby business information, reference material and messages are sent and retrieved electronically on personal computers.

Because of the unique nature of e-mail, voicemail and Internet and because of Geneva Public Library District’s desire to protect its interests with regard to its electronic records, the following rules have been established to address e-mail, voicemail and Internet usage by all employees.

Geneva Public Library District’s e-mail, voicemail and Internet systems are intended to be used for business purposes only; use for informal or personal purposes is permissible only within reasonable limits. All e-mail, voicemail and Internet records are considered company records and should be transmitted only to individuals who have a business need to receive them. Additionally, as company records, e-mail, voicemail and Internet records are subject to disclosure to law enforcement or governmental officials or to other third parties through subpoena or other process. Consequently, employees should always ensure that the business information contained in e-mail, voicemail and Internet messages is accurate, appropriate and lawful. E-mail, voicemail and Internet messages by employees may not necessarily reflect the views of Geneva Public Library District, its trustees or management. Abuse of the e-mail, voicemail or Internet systems through excessive personal use, or use in violation of law or Geneva Public Library District policies, will result in disciplinary action, up to and including termination of employment.

While Geneva Public Library District does not intend to regularly review employees’ e-mail, voicemail or Internet records, employees have no right or expectation of privacy in e-mail, voicemail or the Internet. Geneva Public Library District owns the hardware and software making up the e-mail, voicemail and Internet systems and permits employees to use them in the performance of their duties for the Geneva Public Library District. E-mail and voicemail messages and Internet records are to be treated like shared paper files with the expectation that anything in them is available for review by authorized Geneva Public Library District representatives.

Employees are also reminded that log-on and other passwords may not be shared with any third party, nor may they be shared with another employee, unless such password(s) is requested by an authorized management official of Geneva Public Library District.

Geneva Public Library District reserves the right, as required by law, to disclose employee e-mail and voicemail messages or Internet records to law enforcement or government officials or to other third parties without notification to or permission from the employees sending or receiving the messages. As a condition of initial and continued employment, all employees consent to Geneva Public Library District's review and disclosure of e-mail and voicemail messages and Internet records.

In addition, e-mail messages for which the computer system has a record will be stored and retained in accordance with Geneva Public Library District's records retention requirements.

Adopted by Board of Trustees: November 21, 2002