

Internet Use Policy Mountain Top Library

Computers, computer files, the email system and software furnished to employees are the Library's property intended for business use. All technological resources, including but not limited to computers, computer files, discs, electronic information such as voice mail and email are the Library's property. All such technological resources are subject to search and monitoring without notice at any time.

Employees should not use a password, access a file, or retrieve any stored communication without authorization.

The library strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, the Library prohibits the use of computers and the email system in ways that are disruptive, offensive to others, harmful to morale, or for outside business activities. Email may not be used to solicit others for commercial ventures, religious or political causes, outside organizations or for other non-business Library matters.

Of course, any employee may use the public computers for their own private use on their own time, the same as any member of the community.

*Approved 4/2025