

CELLULAR TELEPHONE AND ELECTRONIC DEVICE USAGE POLICY

GENERAL POLICY

The Beloit Public Library wishes to provide the most consistent, convenient, and cost-effective cellular telephone services possible for use by its employees. The principles of this policy are applicable to cellular telephones and other electronic devices (e.g. tablets, computers, laptops, etc...). The objectives of this policy are to:

- a. Provide guidelines to employees who may require a cellular telephone to conduct Beloit Public Library business;
- b. Provide a system for monitoring cellular telephone usage patterns so that plans can be routinely modified to better meet the needs of the user;
- c. Ensure that the Beloit Public Library's acquisition of cellular telephone services is cost effective;
- d. Provide an internal system for purchasing cellular telephone services, gaining access to repair services, and acquire necessary training and support;
- e. Provide sufficient security measures to protect Beloit Public Library systems, data, and patron information.

PERSONAL CALLS

The Beloit Public Library may provide cellular telephones to designated employees for conducting Beloit Public Library business. Use of Beloit Public Library owned cellular equipment to make or receive personal calls is prohibited, except as allowed by the Beloit Public Library Director. It is understood incidental personal use may occur in urgent and emergency situations. This use should be on a limited basis. Cellular telephone bills will be reviewed by the business manager throughout the year. Costs that are associated with excessive nonbusiness or personal calls that are not reimbursed by the employee at the time of the audit will result in appropriate corrective action. Such action will include reimbursement to the Beloit Public Library for all such costs. Repeated non-compliance with this policy may result in loss of cellular telephone equipment and may be subject to discipline up to and including termination.

OTHER RESTRICTIONS

- a. Cellular telephones may not be used to defame, harass, intimidate, or threaten any person. Employees are prohibited from using their cellular telephones in any illegal, illicit, or offensive manner.
- b. An employee may not operate a private business from a Beloit Public Library cellular telephone.
- c. Limitations on the operation of cellular telephones while operating a motor vehicle shall include:
 1. Employees are strictly prohibited from using hand held cellular devices while driving either their personal or Beloit Public Library provided vehicle while conducting Beloit Public Library business. Employees that need to use the cellular telephone while driving should locate a lawfully designated area to park and then make the call.
 2. Employees may use hands-free cellular devices while driving, but only when necessary. Such calls should be kept short and should be terminated if driving conditions warrant (e.g., heavy traffic, bad weather).
- d. All cellular telephones provided to employees by the Beloit Public Library are the property of the Beloit Public Library.
- e. Use of personal or Beloit Public Library provided cellular telephone cameras must not violate the privacy laws of our jurisdiction.
- f. Any cellular device Internet usage must be for work purposes only (e.g. email) and all internet use is subject to the Wisconsin open records statutes. Any other Internet usage (game downloads, ring tone downloads, personal email, other multimedia applications, etc.) is prohibited unless approved by the Beloit Public Library Director. The Beloit Public Library will not incur any cost for such usage.

DAMAGE, LOSS, OR THEFT

Handsets or other equipment that is damaged in the course of business should be brought to the IT manager, who will contact the vendor for replacement or repair. Lost or stolen cellular devices should be immediately reported to the IT Manager and Library Director, who will notify the Beloit Police Department before cancelling the cellular telephone account. The Beloit Public Library will replace a lost or stolen cellular telephone.

Employees may be financially responsible for the replacement if:

- a. Equipment is lost or damaged while in the care of an employee as a result of the employee's negligence.
- b. Equipment is not returned by an employee within the specified period of time or is damaged upon its return.
- c. Equipment is damaged due to failure to adhere to safety, maintenance or operational policies.

CELLULAR TELEPHONE AND ELECTRONIC DEVICE SECURITY

Cellular telephones or electronic devices issued by the Beloit Public Library OR personal cellular telephones and electronic devices that access Beloit Public Library systems, must be secured to prevent accidental or purposeful unauthorized data access, duplication, and/or deletion. The IT Manager will assist those Library employees provided a Beloit Public Library cellular telephone or those using their personal cellular telephone and electronic devices with setting appropriate security measures.

History: Adopted April 15, 2015