



## ADMINISTRATION POLICY

<b>TITLE: IT EQUIPMENT USE POLICY</b>		<b>POLICY #: A-01-2020</b>
<b>Authority:</b> Chief Administrative Officer	<b>Effective Date: February 24, 2020</b> <b>Review Date: July 11, 2024</b>	
<b>Issued By:</b> Deputy Corporate Officer <b>Issued Date:</b> February 27, 2020	<b>Approved By:</b> Council <b>Approved Date:</b> February 24, 2020 <b>Resolution #:</b> R-2020-57	

**PURPOSE:** To establish corporate practice and provide guidance on the acceptable and appropriate use of computer and portable devices owned by the Village of Ashcroft and provided to Council and staff for Village business.

**POLICY:**

This Policy defines the conditions for use, security and monitoring, insurance, software upgrades and additions, ownership, replacement and option to purchase of Village of Ashcroft owned tablets, laptops, iPads and mobile/smart phones.

**SCOPE/APPLICATION**

This policy applies to all Elected Officials and staff of the Village of Ashcroft.

**DEFINITIONS:**

**“Computer”** is defined as a laptop, tablet or other similar portable devise used for word processing, sending and receiving email communications, viewing pdf documents, etc.

**“Portable Devices”** is defined to include any small, handheld computing device; including but not limited to mobile or smartphones and portable USB flash drives as well as the software and data contained on them.

**GUIDELINES:**

There is a need for effective and efficient communications, essential in the conduct of Council and Village business. To meet this objective, Council may be issued an iPad/tablet, laptop, cell phone or other form of information technology for their use during their term of office.

Staffing of an Emergency Operations Centre (EOC) may also require use of mobile devices, not normally used in the course of everyday business.

Also, staff members may require Village owned mobile computer use during education upgrades, conferences, and off-site meetings.

1. Conditions for Use
  - 1.1 The CFO will issue computers and mobile devices to Council and staff.
  - 1.2 A form confirming issuance, serial number and agreement to Policy will be signed by the user.
  - 1.3 Accessing illicit websites, downloading or storing illegal/copyrighted files using Village of Ashcroft computer equipment is prohibited.
  - 1.4 Downloads and storing of large personal use programs, files or software is discouraged.
  - 1.5 All efforts shall be made to keep the equipment clean, dry and out of extreme heat or cold.
  - 1.6 In the event of loss or damage due to negligence, it will be the responsibility of the Council or staff member to repair or replace the device.
2. Security and Monitoring
  - 2.1 All computers and portable devices must be password protected. This will secure all emails, communication, and any confidential information that has been received or downloaded.
  - 2.2 Lost or stolen computers or portable devices are to be reported to the Village Office as soon as possible.
  - 2.3 Computers and portable devices are subject to the requirement of the Freedom of Information and Protection Privacy Act and access to the devices may be requested by the Corporate Officer at any time.
3. Insurance
  - 3.1 Computers and mobile devices will be insured by the Village of Ashcroft within its property insurance policy.
4. Software Upgrades and Additions
  - 4.1 All computers will include a standard software package, as determined by Village of Ashcroft staff responsible for IT.
  - 4.2 Any additional licensed software can be added, with staff consultation to ensure compatibility, and at the expense of the Council member.
  - 4.3 Village staff will be available to install or support these additional packages.
5. Ownership
  - 5.1 Computers and Portable devices issued to Council or staff remain the property of the Village of Ashcroft. Any Council member or staff leaving the Village shall return the device to the Village office.

6. Lump Sum Subsidy – Self-Owned Laptop or Table

6.1 The Village of Ashcroft does not provide a one-time payment towards self-owned laptops or tablets.

6.2 All mobile computers issued to Council or staff will be purchased and issued by the Village.

7. Replacement and Option to Purchase

7.1 Useful life of computers and portable devices issued to Council and staff is four (4) years at which time they will be assessed and upgraded or replaced as deemed necessary.

Addendum "A"

**COMPUTER AND MOBILE DEVICE AGREEMENT**

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_

SERIAL NUMBER: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

If applicable

I \_\_\_\_\_ have been issued a computer or portable device by the Village of Ashcroft. These devices are a privilege and thus carry a responsibility. As a Village of Ashcroft Elected Official or employee, I agree to adhere to the Village of Ashcroft *IT Equipment Use Policy, No. A-01-2020*"

SIGNATURE:

\_\_\_\_\_  
Elected Official/Employee

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Chief Financial Officer

\_\_\_\_\_  
DATE