



Regional Board Policy

Directors' Laptop - Software, Hardware and Support Policy

Category: Directors Policies	Policy Number: 03-05B-41	Replaces:
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Office of Primary Responsibility: Information Technology Services		
Date Adopted: Click or tap here to enter text.	Board Resolution Number: Click or tap here to enter text.	Date to be Reviewed: Click or tap here to enter text.
Manner Issued: CRD Policy Manual		

PURPOSE:

To establish the level of support that will be provided to Directors for their CRD-provided laptops and associated software.

POLICY:

Elected officials of the Cariboo Regional District will be provided a laptop computer to facilitate access to the CRD website for the main purpose of providing electronic agendas and maintaining contact through the CRD email.

The laptop computers, accessories and software remain the property of the Cariboo Regional District. The following items are included for the Directors' use in carrying out CRD business:

- Laptop Computer
- Carrying Case
- Mouse
- Software
 - ☐ Microsoft Office
 - ☐ Alternate Internet Browser (Chrome)
 - ☐ Adobe Acrobat reader
 - ☐ Antivirus software (Sophos)
 - ☐ Remote Assistance (GotoAssist)

IT staff will provide installation and configuration support to ensure functionality of the above.

Directors are welcome to add licensed supported software or printers at their own expense. IT staff must be consulted prior to installation to ensure compatibility. IT staff will need to assist in the installation of the software either directly, at the CRD office, or indirectly through remote assistance.

Directors will be provided a secure password, which will not be released to any other party, to protect the privacy of Directors' e-mail and communication with the CRD. Security of the laptop computer is the responsibility of the Director.

POLICY STATEMENT:

Laptops and support will be provided to Directors in accordance with the above-noted policy.

***** END OF POLICY *****

<u>Amended (Y/N)</u>	<u>Date Reissued</u>	<u>Authority (Resolution #)</u>
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