



Regional Board Policy

Directors' Laptop – Software, Hardware and Support Policy

Category: Click or tap here to enter text.	Policy Number: 03-05B-41	Replaces: Click or tap here to enter text.
Type: <input checked="" type="checkbox"/> Policy <input type="checkbox"/> Procedure	Authority: <input checked="" type="checkbox"/> Board <input type="checkbox"/> Administrative	Approved By: <input checked="" type="checkbox"/> Board <input checked="" type="checkbox"/> CAO <input checked="" type="checkbox"/> Department Head
Office of Primary Responsibility: Information Technology Services		
Date Adopted: Click or tap here to enter text.	Board Resolution Number: 03-05B-41	Date to be Reviewed: Click or tap here to enter text.
Manner Issued: CRD Policy Manual		

PURPOSE:

To establish the software, hardware and level of support to be provided to Directors for their CRD-issued laptops.

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, in order 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:

Directors will be provided with the software, hardware and support for their CRD-issued laptops in accordance with this policy.

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

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