

Mayne Island Improvement District

Information Technology, Hardware & Software Policy

POLICY STATEMENT

The Mayne Island Improvement District has established the following guidelines and procedures for the purchasing and installation of computer software, hardware and peripherals and the permitted use and maintenance of them.

- The purchase of all computer software, hardware and peripherals, after consultation with the staff member(s) requesting them, shall be approved by purchase order.
- All software installed on Mayne Island Improvement District server connected computers must be licensed to the Mayne Island Improvement District and the uses restricted to the license and copyright agreements.
- The maintenance of computer software, hardware and peripherals and any upgrading is the responsibility of the Network Supervisor in consultation with the Board of Trustees.
- Improvement District staff shall be on continuous alert for the possibility of intrusive viruses from the internet and other e-mail sources and must have virus protection software installed and active on their workstation and server, with provision for regular updating of the software.
- No installation of computer software, hardware or peripherals shall be allowed by anyone other than the Network Supervisor, or his/her designate.
- Any suggested software, hardware or peripheral installations shall be made in writing, noting the benefits and appropriate costs, to the Board for consideration.