

STATEMENT of POLICY and PROCEDURE			
Chapter:	Governance	Policy #.	1.2.01
Section:	Governance Administration	Issued:	June 17, 2019
Subject:	Electronic Device Management for Council/Committee members	Effective:	June 2019
Issue to:	All Manual Holders	Page:	1 of 1
Issued by:	The Saskatchewan Association of Licensed Practical Nurses	Affirmed:	June 17, 2019

1. POLICY

Council/committee members will be provided with the necessary equipment effectively perform the duties to fulfill their role.

Provisioning of equipment will be arranged and managed by SALPN and/or IT service providers.

This policy shall also apply to any and all other electronic devices used for SALPN business.

1.1. Device Specifications

To ensure a consistent experience among council members, the device shall maintain the following minimum specifications:

- a. Windows 10 or greater
- b. 12" Display
- c. Intel Core i3 or equivalent
- d. Touchscreen interface with detachable keyboard
- e. Stylus
- f. 8 GB RAM
- g. 128 GB Storage
- h. Front facing camera
- i. WiFi and Bluetooth

1.2. Device Protections

To maximize productivity, guarantee device life, and minimize organizational risk, the following device protections shall be provided that include at a minimum:

- a. Three-year extended warranty/service plan.
- b. Accidental damage protection
- c. Anti-Virus & Malware Protection (Windows Security Software)
- d. Full disk encryption (BitLocker)

2. PROCEDURE

2.1. Device Ownership

- 2.1.1. Devices and all accessories purchased by SALPN for council use remain the property of SALPN. The device must be returned to SALPN when a council member resigns or their term expires. All SALPN-related content will be removed from the device.
- 2.1.2. Equipment used by council members may be made available for purchase for \$1.00 by the council member after serving a full-term.
- 2.1.3. In the event a council member serves less than a full term as defined by council policy, the purchase price will be pro-rated in accordance with the remaining term. (eg. A term that is 75% completed, the council member can purchase the device for 25% of the original price).

2.2. Replacement or Repair

- 2.2.1. Device replacement will be determined on a case-by-case basis and determined by the chair.
- 2.2.2. Device repair will be conducted only by the manufacturer or authorized subsidiaries under the provided extended warranty/service plan.

2.3. Security

The council/committee member in possession of the device is responsible for its security and must:

- a. Take ownership, responsibility, and care of the device.
- b. Ensure all accounts on the device are password protected with a unique password.
- c. Lock the device when not in use.
- d. Immediately report a lost or stolen device.
- e. Be cognizant of phishing, malware, viruses and/or avoiding website which might compromise the software on their devices.
- f. Not share passwords with other users.

2.4 Support

All support relating the device and its hardware functions will be directed to the manufacturer. Support related to software use related to SALPN business will be provided by the SALPN and/or IT service providers.

2.5 Personal Use

The primary purpose of the device is business use. Personal use is acceptable under the following circumstances:

- a. Only the council/committee member is using the device.
- b. Personal use is conducted under a separate user account not associated with SALPN.
- c. Software for personal use is purchased/licensed by the council/committee member.

2.6 Use of Non-SALPN Provided Device

Should a council/committee member supply their own device to use for council business, an annual stipend of \$250.00 will be paid to the council/committee member.