

STATEMENT of POLICY and PROCEDURE			
Chapter:	Governance	Policy #.	1.2.01
Section:	Governance Administration	Issued:	December 6, 2013
Subject:	Electronic Device Management for Council/Committee members	Effective:	December 2013
Issue to:	All Manual Holders	Page:	1 of 1
Issued by:	The Saskatchewan Association of Licensed Practical Nurses	Updated:	March 8, 2017

1. POLICY

Where deemed necessary for the effective performance of Council duties, SALPN shall provide Council members with an iPad/tablet or other wireless electronic device to use for SALPN purposes only, in accordance with the terms and conditions set out in this policy.

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

2. PROCEDURE

- 2.1 Responsibility for the security of the device, and the files it contains, lie with the person to whom it is assigned or to whom the information was sent.
- 2.2 Accordingly the council/committee member shall:
 - a. Ensure all devices are password protected
 - b. Cycle the iPad/tablet back to the office when the Council term is complete or purchase it from the SALPN at a fair market value
 - c. Report a stolen or lost iPad/tablet to the SALPN Office Administrator immediately