

# Technological Devices and Applications Policy

## 1. Purpose

*The purpose of this policy is to establish:*

- *the context in which technological devices and application subscriptions are provided to the Council*
- *the requirements of supplied devices*
- *the responsibilities of Council Members and the SALPN.*

## 2. Policy

### 2.1 Scope

*This policy applies to:*

- *All Council Members.*

### 2.2 Policy Principles

*Council/Committee Members will be provided with the necessary equipment (i.e. laptops) and applications to effectively and securely perform the duties to fulfill their role.*

*The SALPN and/or IT service providers will arrange and manage the purchase and set-up of equipment.*

#### **Device specifications**

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

- *Windows 10 Pro or greater*
- *12-inch display*
- *Intel Core i5 or equivalent processor*
- *8 GB RAM*
- *128 GB storage*
- *Front-facing camera*
- *WiFi and Bluetooth connectivity*

#### **Device protections**

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

- *Three-year extended warranty/service plan*
- *Accidental damage protection*
- *Anti-Virus & Malware Protection*
- *Full disk encryption.*

### **Applications**

*To support efficiency, security and Council effectiveness, the following applications shall be offered/provided to Council Members:*

- *SALPN email address*
- *Office 365 Online (for Council Members not serving in an officer role)*
- *Office 365 Enterprise (for Council Members serving in an officer role)*
- *Grammarly or another similar application.*

### **Device ownership**

*Devices and all accessories purchased by SALPN for Council use remain SALPN property. The device must be returned to SALPN when a Council Member resigns, or their term(s) expires. All SALPN-related content will be removed from the device. Equipment used by Council Members may be made available for purchase by the Council Member for \$1.00 at the completion of their service, provided they served for at least three years.*

*In the event a Council Member serves less than three years, the purchase price will be adjusted pro rata (e.g. if one year was served, the council member can purchase the device with a discount equivalent to one-third of the original price).*

### **Replacement or repair**

*Device replacement will be determined on a case-by-case basis and determined by the Council/Committee Chair.*

*Device repair will be conducted only by the manufacturer or authorized subsidiaries under the provided extended warranty/service plan.*

### **Security**

*The Council/Committee Member in possession of the device is responsible for its security and must:*

- *take ownership, responsibility, and care of the device*
- *ensure all accounts on the device are password protected with a unique password*
- *lock the device when not in use*
- *immediately report a lost or stolen device*
- *be cognizant of phishing, malware, viruses and/or avoid websites that might compromise the software on their devices*
- *not share passwords with other users.*

### **Support**

*All support relating to the device and its hardware functions will be directed to the manufacturer. The SALPN and/or IT service providers will provide support related to software use for SALPN business.*

### **Personal use**

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

- *Only the Council/Committee Member is using the device.*
- *Personal use is conducted under a separate user account not associated with the SALPN.*
- *Software for personal use is purchased/licensed by the Council/Committee Member.*

### **Use of non-SALPN-provided devices**

Should a Council/Committee Member supply their own device to use for Council business, an annual stipend of \$250.00 will be offered to the Council/Committee Member.

### 3. Roles and Responsibilities

#### 3.1 Council Members

- Use SALPN-issued devices according to this policy.
- Take reasonable care of SALPN-issued devices.
- Seek support in accessing the warranty, as required.

#### 3.2 Council Chair

- Approve the replacement of devices upon request.
- Manage issues of non-compliance with this policy.

#### 3.3 Vice-Chair

- Approve purchase/replacement of the Chair's device.

#### 3.4 Executive Director

- Purchase and arrange set-up of SALPN-issued devices.
- Maintain a record of SALPN-issued devices.
- Make recommendations for changes to this policy.

#### 3.5 Governance Committee

- Review this policy annually.

#### 3.6 Council

- Approve this policy.