

LAKE COUNTY BOARD OF DD/DEEPWOOD

BOARD POLICY

Reviewed and Adopted by the Board:
Date: November 18, 2019

Signature on File
Elfriede Roman, Superintendent

I. SUBJECT: COMPUTER HARDWARE AND SOFTWARE USAGE

II. PURPOSE:

The intention of this policy is to: Define the proper use of agency computer equipment and network resources.

III. REFERENCES:

Ohio Revised Code § 2913.02 Theft

LCBDD/Deepwood Policy B-5, Use of Agency Supplies and Equipment

IV. POLICY:

A. APPLICATION:

This policy applies to all locations using computer equipment and network resources for administrative or staff purposes. This policy does not apply to computer equipment owned solely by consumers.

B. DEFINITIONS:

Computer equipment

Agency owned, leased, or contracted hardware and network equipment including but not limited to personal computers, printers and connected devices.

Network resources

Connectivity to the agency network for file sharing, internet connectivity and e-mail.

Standard software:

Software packages for workstations utilizing word processing, spreadsheets, and communications to the agency networked servers.

Workstations:

Personal Computer/Thin Client/Laptop or I-Pad, monitor, keyboard, and pointing device (mouse) with agency standard software.

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- C. Computer equipment is provided to employees for business purposes. This equipment belongs to the agency and may be monitored, updated, and/or relocated based on agency needs. Use of agency computers for other than authorized purposes is strictly prohibited.
- D. No hardware modifications may be made without consent of the Information Technology Department. Any unauthorized hardware modifications can be removed at the discretion of the IT Department.
- E. All software purchased by the agency will satisfy licensing requirements. Agency software is not to be copied to any other computer, including those which are Board owned or an employee's home computer, without the consent of the IT Department. When a need for a particular type of software is not satisfied by the agency standard, the user may request additional software from the IT department.

Any unauthorized software on agency equipment is subject to removal without prior notification. Licensing violations, including fines and potential litigation, from unauthorized software are the responsibility of the user, not the Board or the IT department.

- F. All users share responsibility for ensuring that the computer equipment and data are used in accordance with this policy. Users will take responsibility to ensure:
 - 1. That security and safeguards are enforced to protect computer equipment and data.
 - 2. That IT is notified of any user-assigned passwords on individual files, folders, or personal computers
 - 3. That any violation of security policy is reported to the IT department.
- G. Sanctions
Failure to comply with this policy may result in denial of employee's use of Board computing resources and/or disciplinary action where appropriate.

VI. DISTRIBUTION:

All Board Members
All Management Staff
All Staff (via Department Managers)
LEADD President

V. REVIEWED:

11/19, 11/17, 11/16, 11/15, 11/13, 11/11, 11/09, 11/07, 6/05, 5/03, 5/01, 6/00, 10/97