

Review Template

Title: Guidelines for the Provision of Laptop Computers and Accessories for Council Members

Policy #: GC-09	Location: CouncilNet
Reviewed by: Executive Committee	
Initial Approval Date: June 2007	Approved by Council: June 2017
Review Cycle: 3 years	Next Review Date: September 2023
Version History: (2007 / 2008 / April 2013 / June 2017 / September 2020)	

1. Purpose

The purpose of these guidelines is to provide information for Council members with respect to the allocation of a laptop computer for College business purposes.

2. Equipment

Council members will be issued a laptop computer ~~and carry sleeve carry bag and required accessories to accomplish College work~~ at their initial orientation session for Council and will retain the computer for the duration of their term on Council. Requests for additional accessories such as stand-alone external monitors, keyboards and privacy screen filters will be evaluated on a case-by-case basis, based on committee assignments.

The laptop computer will be equipped with the necessary software required to facilitate participation at Council, committee and panel meetings.

Council members should ensure that confidential information on the computer is protected and that password security is maintained. Upon receipt of a College-supplied laptop, members will be asked to sign a terms of use agreement regarding appropriate use of the software and equipment. (See Attachment 1)

3. Support

College staff will provide technical support with respect to the operation of the computer during normal business hours (8:30 a.m. to 5:00 p.m.) in the event of any questions, issues or concerns members may have.

The College will cover any loss or replacement in the event of accidental damage or theft of the computer while Council members are away from the College.

4. Funding

Laptop computers owned by the College and provided to Council members to facilitate their participation at Council and committee meetings would not be considered a taxable benefit and no T4A will be issued.

At the end of the term of office, or upon resignation or disqualification, Council members will have the option to either return the laptop and accessories to the College or pay a fee to purchase the computer. The computer will be valued by College IT staff at that time, using

the lower of the book value and ~~will reflect~~ current market value. The book value will be calculated on a four-year asset depreciation schedule. The current market value will be based on the manufacturer's resale value determined by the laptop's serial number.

Should the Council member opt to purchase the laptop, the College's software will be uninstalled as our licenses do not permit their resale and the laptop returned to the default factory configuration.

5. Evaluation

This policy will be evaluated every three (3) years or earlier as required by Council.

Council Computers – Terms of Use

The computing resources are provided to Council members in support of the work of Council and their participation at Council, committee and panel meetings. Computing resources include all College owned, licensed, or managed hardware and software, and use of the College network via a wireless connection.

Terms of Use

1. You may use only the computers, computer accounts, and computer files for which you have authorization. You may not use another individual's account, or attempt to capture or guess other users' passwords.
2. You should make a reasonable effort to protect your passwords and to secure resources against unauthorized use or access.
3. You should not attempt to access restricted portions of the network, an operating system, security software or other administrative applications without appropriate authorization by the College.
4. You should not use the College's computing and/or network resources in conjunction with the execution of programs, software, processes, or automated transaction-based commands that are intended to disrupt (or that could reasonably be expected to disrupt) other computer or network users, or damage or degrade performance, software or hardware components of a system. In addition, the finite capacity of computing resources requires that all individuals limit use so as not to consume an unreasonable amount of those resources or to interfere unreasonably with the activity of other users.
5. You are responsible for the use of these resources and for the content you choose to access, send or display, including material that contravenes relevant policies and/or statutes. Use of these computing resources is circumscribed by College policies and applicable law, including without limitation, copyright law, the *Ontario Human Rights Code*, the *Criminal Code of Canada*, privacy legislation and anti-spam legislation.
6. Observe the copyright law as it applies to music, videos, games, images, texts and other media in both personal use and in production of electronic information.
7. You should take reasonable care of your assigned computer to ensure that it is not damaged, lost or stolen. You may be responsible for costs incurred as a result of loss, or damage due to user abuse or neglect.
8. You may contact the College IT Helpdesk during business hours if you need technical support related to the use of your assigned computer.
9. You may purchase and install additional software on your assigned computer at your own cost.
10. You should be aware that your use of College computing resources is not completely private. While the College does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the College's computing resources require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns, and other such activities that are necessary for providing computing services. The College may also specifically monitor the activity and

accounts of individual users of College computing resources, including individual login sessions and communications, including email, without notice, under any one or more of the following circumstances:

- a. the user has voluntarily made them accessible to the public, as by posting to news groups or the web;
- b. it reasonably appears necessary to do so to protect the integrity, security, or functionality of Council or other computing resources or to protect the College from liability;
- c. there is reasonable cause to believe that the user has violated, or is violating, this policy;
- d. an account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns;
- e. it is otherwise required or permitted by law, or College or Council policies.

The College, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate College personnel or law enforcement agencies and may use those results in appropriate disciplinary proceedings.

- 11. Violation of this policy or associated guidelines, standards or procedures established by the College may result in the temporary or permanent loss of your access privileges. Violations of other policies, laws or terms of employment which may occur through the use of College computing resources are subject to all sanctions applicable under such policies, laws or your terms of employment.
- 12. At the end of your Council term of office or upon resignation or disqualification, you will be required to return all computing related resources and peripherals. You should also return any printed material provided by the College for secure shredding.
- 13. At the end of your Council term of office or upon resignation or disqualification, you will have the option to either return the computer or pay a fee to purchase the computer. Prior to completion of a purchase agreement, the computer will be wiped, meaning corporate licensed software programs and data, as well as confidential information, will be permanently removed from the computer. This supports the College's obligation to protect confidential information and ensure compliance with software licensing agreements. You will be given time to remove any personal information from the computer prior to the wiping process,

Questions relating to these Terms of Use may be directed to Richard Lewko, Director of Corporate and Council Services.

I have read and agree to the Terms of Use set out above.

Signature: _____ **Date:** _____

Print Name: _____