

Salt Spring Island Fire Protection District

POLICY MANUAL

Section	Information
Policy Number	AG-5101-01
Policy Title	Use of Information Technology Resources

POLICY OBJECTIVE

To confirm to all District staff what is acceptable what is unacceptable in using Information Technology Resources owned by the Salt Spring Island Fire Protection District (“District”).

STATEMENT OF POLICY

Information Technology Resources includes, but is not limited to computer hardware, software, and services; network systems and services (including internet connections); District provided mobile devices; printers; modems; and other peripheral equipment.

The Information Technology Resources of the District are to be used for the purpose of aiding District staff in fulfilling the responsibilities of their positions.

PERSONAL USE

Except as otherwise authorized, personal use of the District’s Information Technology Resources is not permitted without first obtaining the permission of the Fire Chief. If personal use is permitted and if the cost of consumables used is material, the cost of consumables used for personal purposes will be reimbursed to the District.

At its sole discretion and expense, the District may make available to staff a work station and internet connectivity for personal use while at the worksite. Personal use of these facilities will be done on an employee’s own time during authorized breaks or before or after the end of the work day.

Employees must understand that the use of the District’s Information Technology Resources for personal purposes may not remain private or secure and they do so at their own risk.

INFORMATION TECHNOLOGY SECURITY

All security related to Information Technology Resources is the responsibility of the Information Technology Service Provider (ITSP) contracted to information technology support for the District. The Information Technology Service Provider will administer all security and endeavor to provide the highest level of protection for the District's information technology and data assets without creating unreasonable hardships on the legitimate users of those assets.

HARDWARE AND SOFTWARE

All hardware/software and consulting services involving information technology shall be approved by the Information Technology Service Provider.

No software or hardware will be purchased for, or installed on the District's information technology resources without prior approval from the Information Technology Service Provider. All purchases of software and hardware will comply with purchasing policies and procedures.

SYSTEMS TECHNOLOGY

The Information Technology Service Provider will determine the information systems and technology to be supported by the District.

BOARD DISCRETION

The provisions set out in this policy are subject to revision from time to time at the discretion of the Board of Trustees.

RELATED DOCUMENTS

OG 1.10.01 – Use of Information Technology Resources

Freedom of Information and Protection of Privacy Act [RSBC 1996] Chapter 165

APPROVALS

Approval date:	2016-02-15	Approved by:	Board of Trustees
1. Amendment date:		Approved by:	
2. Amendment date:		Approved by:	
3. Amendment date:		Approved by:	