



CITY POLICY

POLICY NUMBER: A1430

REFERENCE:

Senior Management Team 1998 07 23

ADOPTED BY:

City Manager

SUPERSEDES:

NEW

PREPARED BY: CORPORATE SERVICES DEPARTMENT

DATE: 1998 06 25

TITLE: HOME USE OF CITY OWNED HARDWARE AND SOFTWARE

Policy Statement:

WHERE WORKING AT HOME IS APPROVED FOR CITY STAFF, CITY OWNED HARDWARE AND SOFTWARE MAY BE USED, PROVIDED IT MEETS CORPORATE STANDARDS, AND IS RETURNED WHEN REQUESTED.

The purpose of this policy is to:

Establish principles governing the appropriate use and support of City owned hardware and software for home use.



CITY PROCEDURE

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1. DEFINITIONS

- 1.01 Hardware - an IBM compatible computer, together with any necessary peripheral devices.
- 1.02 Software - the computer operating system and other computer programs required to perform the approved job functions.
- 1.03 Inventory - a current record of all information technology assets.
- 1.04 Obsolete - hardware or software which has been designated as too old to be supported by the City's technical support staff.

2. RESPONSIBILITIES

- 2.01 City Manager to:
 - a) be responsible for the consistent administration of the policy by civic departments, and be the final decision maker in respect to any differences over its spirit and intent.
- 2.02 Each Department to:
 - a) provide each current employee, and all new employees, with a copy of the Home Use of City Owned Hardware and Software policy.
 - b) provide approval for staff, where necessary, to work at home.
 - c) budget appropriate funds in support of work at home.
 - d) ensure that hardware and software is returned when required.
- 2.03 Information Technology Branch to:
 - a) provide assistance as necessary to City departments to evaluate cost and support issues prior to approval of take home hardware and software.
 - b) inform staff when hardware and software is required to be returned for support purposes.
 - c) inform departments when replacement of hardware and software is required.
- 2.04 Employees to:
 - a) return hardware and software as defined in the policy.

Policy for Home Use of City Owned Hardware and Software

Many City Staff are required and/or permitted to work outside of the office, including working from home. These staff frequently require access to computer tools, data or resources. At present there is some inconsistency in the way different departments, or even branches, address this problem. The following policy outlines a recommended process to ensure consistency.

1. Computer hardware and software will only be supplied to staff after Branch Manager approval that work from home is required.
2. The hardware and software costs needed to facilitate working from home will be identified and budgeted for by the Branch Manager prior to this approval. Prior approval must also be given by IT Customer Support.
3. Hardware will be allocated for take home use only after it has been designated as additional to branch "in office" needs. This will not apply to portable PC's which are purchased specifically to allow staff to do work while away from the office.
4. The hardware and software shall be included in the inventory of the branch, and shall be upgraded in accordance with the standard asset management cycle for "in office" hardware and software. Obsolete hardware and software will not be supported.
5. Staff will be required to bring hardware and software in as needed to be properly maintained by technical support staff, at the request of the City.
6. In circumstances where staff use City owned software on their personally owned computers, the same standard of asset management and support will apply.
7. Where staff do not qualify for home use of City owned hardware, they will have an opportunity to acquire equipment, but not software, through the normal process for disposal of surplus equipment.
8. All software used at home must be properly licensed. Copies of software used in the office shall not be taken for home use. Any software previously taken home under outdated license agreements which permitted personal use both at home and in the office shall be returned. For formally approved work from home the branch will acquire the appropriate additional licenses.
9. The Branch Manager shall ensure that adequate records are kept of the location of all City owned hardware and software which has been taken home by staff. All such hardware and software remains the property of the City and shall be returned by staff immediately upon request by the Branch Manager, or upon their ceasing to be employed by the City.