

Policy: Equipment Usage

Policy Number: IT02

Effective Date: June 26, 2018

Editions:

Ensuring minimum standards are upheld and enforced by users; as well as, identifying the responsibilities associated with the authorization, security and use of the Coalition's equipment is the responsibility of the Coalition.

Implementation of guidelines, standards and rules for employees will prevent damage to and/or loss of Coalition equipment. The Coalition shall comply with requirements as described in the Office of Early Learning Information Technology Policy Manual, <G:\Finance\IT\OEL IT Policies\IT Information Security Manual.pdf> .

The term "user or personnel" as used in this policy refers to employees (whether full-time, part-time, or limited-term), independent contractors, consultants, volunteers and any other user having authorized access to and using any of the Coalition's equipment.