

Reference : ADMINISTRATIVE SERVICES - MIS
Section : ADMINISTRATIVE SERVICES
Title : EMPLOYEE COMPUTER/LAPTOP LOAN PROGRAM
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I PURPOSE

The purpose of this policy is to define the NFTA's policy on the use of computers/laptops off site.

II POLICY

The NFTA has a limited supply of computers/laptops that can be used by employees off site. Computers/Laptops are available for loan from the MIS Department. These units are not intended to replace primary work site computers. They are available to employees that:

- Need to perform work off-site that they are unable to perform at their primary work site.
- Need to make presentations at meetings or conferences requiring visual digital demonstrations.

Employees are allowed to have only one computer/laptop on loan at a time. Employees must read and sign a copy of this policy statement prior to receiving a computer/laptop, which will be kept on file in the MIS Department. A copy of this policy statement will be provided to each borrower for his or her reference.

III PROCEDURE

A company computer/laptop is made available to qualifying employees with the approval from his/her Manager, Chief Financial Officer and the Manager, MIS. By completing and signing a Computer/Laptop Loan Agreement Form available from the MIS Department a computer/laptop can be made available for user by the employee.

Reservations for laptops must be placed in advance of completing and signing the Computer/Laptop Loan Agreement Form.



Laptop_Form.doc

This is necessary in order to adequately schedule the distribution of a laptop.

Information that you must offer in your Computer Loan Agreement Form includes:

- Timetable for use
- Intended use

The MIS Department prohibits any users from installing any additional software or hardware to the computer units. If any additional software is needed, installation must be coordinated with the MIS Department. Any additional software installed must not disable or alter the functionality of the pre-included software or hardware and must be virus-free.

Unauthorized copying of software is a violation of NFTA's acceptable computer use policy. It is also illegal as software is protected by copyright law. Unauthorized duplication is a Federal crime. It makes no difference whether the duplication is done for profit or for free distribution.

Security:

- Users are responsible for damage to and/or loss or theft of loaned computer/laptop. In order to avoid loss or theft, please follow these guidelines:
- Airports: Never leave the laptop unattended. Do not check the laptop baggage. Exercise diligence in watching the laptop as it is passed through any x-ray devices.
- Cars: Keep the car locked and the laptop out of view. Ensure that the laptop is securely stored so that it does not slide while driving. Avoid storage of the laptop in a car during very hot or very cold weather.

If the computer is stolen, a written claim must be filed within 24 hours to the MIS Department and notice given to the appropriate police authorities. If a computer is damaged, or stolen, the employee is financially responsible for that computer.

Users are responsible for performing their own data backups. The MIS Department is not responsible for any files left on any computer or for loss of, or damage to, a user's files during the loan period. The MIS Department is also not responsible for any computer viruses transferred to, or from, a user's diskette while using the computer.