

Computer Equipment Policy - Software/Hardware

#IT03-01

Date of Adoption: 7/25/2003

Definitions

For the purposes of this document the term “Lenawee County” refers to the institution and any offices or departments within.

Acceptable use

This section defines the boundaries for the “acceptable use” of Lenawee County’s electronic resources, including software, hardware devices, and network systems. Hardware devices, software programs, and network systems purchased and provided by Lenawee County are to be used only for creating, researching, and processing Lenawee County related materials. By using Lenawee County’s hardware, software, and network systems you assume personal responsibility for their appropriate use and agree to comply with this policy and other applicable company policies, as well as city, state, and federal laws and regulations.

Software

All software acquired for or on behalf of Lenawee County, or developed by Lenawee County employees or contract personnel on behalf of Lenawee County, is and shall be deemed Lenawee County property. All such software must be used in compliance with applicable licenses, notices, contracts, and agreements.

Purchasing

All purchasing of Lenawee County software shall be centralized with the data processing department to ensure that all applications conform to Lenawee County software standards and are purchased at the best possible value. All requests for Lenawee County software must be submitted to your department head for approval. The request must then be sent to the data processing department, which will then determine the standard software that best accommodates the desired request.

Licensing

Each employee is individually responsible for reading, understanding, and following all applicable licenses, notices, contracts, and agreements for software that he or she uses or seeks to use on Lenawee County computers. Unless otherwise provided in the applicable license, notice, contract, or agreement, any duplication of copyrighted software, except for backup and archival purposes, may be a violation of federal and state law. In addition to violating such laws, unauthorized duplication of software is a violation of Lenawee County’s Software/Hardware Policy.

Software standards

For a list of standard software supported please contact Data Processing. Employees needing software other than those programs supported must request such software from the Data Processing department. Each request will be considered on a case-by-case basis in conjunction with the software-purchasing section of this policy. All software installation is prohibited except by written approval from Data Processing.

Hardware

All hardware devices acquired for or on behalf of Lenawee County or developed by Lenawee County employees or contract personnel on behalf of Lenawee County is and shall be deemed property of Lenawee County. All such hardware devices must be used in compliance with applicable licenses, notices, contracts, and agreements.

Purchasing

All purchasing of Lenawee County computer hardware devices shall be centralized with the data processing department to ensure that all equipment conforms to Lenawee County hardware standards and is purchased at the best possible value. All requests for Lenawee County computing hardware devices must be submitted to your department head for approval. The request must then be sent to the data processing department, which will then determine standard hardware that best accommodates the desired request.

Hardware standards

For a list of minimum hardware supported please contact Data Processing. Employees needing computer hardware other than what is supported must request such hardware from data processing department. Each request will be considered on a case-by-case basis in conjunction with the hardware-purchasing section of this policy.

Outside equipment

No outside equipment may be plugged into Lenawee County's network without the Data Processing department's written permission.