

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
BOARD POLICY**

POLICY: Directors Mobile Computer

AUTHORITY: Board Resolution dated June 18, 2015.

POLICY STATEMENT

The use of computers and IT (Information Technology) related devices are essential for elected officials to do their job effectively. The Regional District is responsible for paying all business related costs for these devices. To maintain credibility and trust of our citizens, it is important these devices are issued, used and disposed of in a fair and cost effective manner.

PURPOSE

To provide guidance to elected officials on the use of Mobile Computers issued by the Regional District and to define ownership of these devices.

DEFINITIONS

“Mobile Computer” means a laptop, tablet, mobile or “smart” phone and ancillary devices (including but not limited to printers, photocopiers, dock station, monitors).

RESPONSIBILITIES

1. The Board of Directors shall:
 - a. Make such revisions, additions or deletions to the Policy as may be required.
 - b. Investigate allegations and inquiries relating to inappropriate conduct by elected officials take appropriate action.
2. The Chief Administrative Officer shall:
 - a. Recommend such revisions, additions or deletions to the Policy as may be required by law.
3. Information Services Department
 - a. Purchase devices.
 - b. Provide primary level help desk support.
 - c. Assign fair market value of the mobile computer device when a device becomes available and if an Elected Official wishes to purchase it.
4. Users Responsibilities
 - a. Comply with this policy.
 - b. Follow the computer use guidelines as stated in this and the Information Systems Use and Social Media Policy

PROCEDURES

1. Issuance

Mobile Computers are issued to the Board Chair and Rural Directors to facilitate access to electronic agendas, word processing, email and mobile voice communications. A departing Director has the option of returning the Mobile Computer to the RDOS or of purchasing it outright at the end of their term.

2. Ownership

Mobile Computers issued to Directors remain the property of the RDOS, unless ownership is transferred by way of purchase to the individual Directors. Mobile Computers are subject to the requirements of the *Freedom of Information and Protection of Privacy Act*. Access to the devices may be requested by the Head of FOI at any time.

3. Useful Life of Mobile Computers/Replacement Cycle

Mobile Computers will be replaced after successful completion of their replacement cycle unless otherwise necessary.

4. Maintenance of Mobile Computers

The RDOS's IS Department will perform all required maintenance of Directors' Mobile Computers.

5. Software/Hardware Upgrades and Additions

- a. All Mobile Computers issued will include a standard software package the contents of which will be determined by RDOS IS staff.
- b. Directors wanting to install additional software and/or hardware are to do so at their own risk and expense.
- c. RDOS IS staff should be consulted prior to installation of additional software to ensure compatibility and to explain any concerns regarding personal software on a corporate device.
- d. RDOS staff will not be specifically available to install or support these additional packages.

6. Non-corporate Computers

Use of personal or non-corporate computer equipment for RDOS work is discouraged. If required however, the computer use guidelines as stated in the Information Systems Use and Social Media Policy must be followed (this includes but is not limited to all guidelines regarding security and access to device for *Freedom of Information and Protection of Privacy Act* requests).

7. Insurance

Mobile Computers will be insured by the RDOS within its property insurance policy.

8. Option to Purchase

Directors will have the option to purchase the Mobile Computer issued to them at the end of their term or the end of the expected life of the device. The amount paid by the Director to purchase the Mobile Computer will be set by IS Staff (determined by looking at the market value of a comparable device in similar condition).

RELATED POLICIES

Information Systems Use and Social Media Policy

Electronic Mobile Communication Device Policy