

THE CORPORATION OF THE DISTRICT OF SUMMERLAND
POLICY STATEMENT AND REGULATIONS

Number: 1100.1

INFORMATION TECHNOLOGY HARDWARE and SOFTWARE

The Corporation of the District of Summerland has established the following guidelines and procedures for the purchasing of computer software, hardware and peripherals and the permitted use and maintenance of them.

Regulations and Procedures

1. The purchase of all computer software, hardware and peripherals, after consultation with the department requesting them, shall be made by a staff member designated by the Finance Department.
2. All software installed on District owned computers must be licensed to the District of Summerland and the uses restricted to the license and copyright agreements.
3. The maintenance of computer software, hardware, peripherals and any required upgrading is the responsibility of the Finance Department designate
4. District staff should be on continuous alert for the possibility of intrusive viruses from the internet and other e-mail sources and must have virus protection software installed on their workstation and servers, with provisions for regular updating of the software.

Adopted: October 10, 2000