



# Broomfield and Kingswood Parish Council

[www.broomfieldandkingswood-pc.org.uk](http://www.broomfieldandkingswood-pc.org.uk)



## LAPTOP COMPUTER POLICY

Broomfield and Kingswood Parish Council (The Council) is issuing laptop computers to certain councillors to facilitate access to OneDrive, the source of information pertaining to the Council.

Councillors shall exercise appropriate professional judgment and common sense when using the laptop computers, equipment and accessories.

All laptops, equipment and accessories are the property of the Council, and are provided to Councillors during their period as a Councillor and should be returned to the Clerk when no longer needed. As a condition of their use of The Councils' laptop computers, councillors must comply with and agree to all of the following:

- Prior to being issued one of the Councils laptops, Councillors will sign the Laptop Acceptance Form and agree to all outlined policies.
- Councillors should NOT attempt to install software or hardware or change the system configuration including network settings.
- Councillors are expected to protect laptops, equipment and accessories from damage and theft.
- Councillors will not be held responsible for computer problems resulting from regular work-related use; however, Councillors will be held personally responsible for any problems caused by their negligence as deemed by the Council.
- Councillors will provide access to any laptop computer or accessories they have been assigned upon the Councils request.
- \* Always lock out of sight if not in use.
- \* Never leave a laptop logged on to networks, email and Web sites. Always shut down or activate a password-protected screensaver.

### General Laptop Rules

You are responsible for protecting your laptop from loss or theft and for protecting the information it contains. These rules are provided to assist in assuring that your laptop is always secure. All conceivable situations cannot be covered in this document. Councillors must realize that common sense should be your guide when faced with unusual or unforeseen situations.

Laptop Computer Policy – Issue 1 – 20<sup>th</sup> June 2022

**Adopted by Broomfield and Kingswood Parish Council at Meeting held on 15/05/2023**

\* Councillors are authorized to use Council equipment to access the Internet or other on-line services such as OneDrive in accordance with Council policy. The Councillor in whose name an on-line services account is issued is responsible for its proper use at all times. Councillors shall keep account information, home addresses and telephone numbers private. They shall use the system only under their own account identification. Councillors shall use the system safely, responsibly, and primarily for work-related purposes.

\* Councillors shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion or political beliefs. The Council does not tolerate inappropriate use of any company property. Offensive, pornographic, racist or abusive content found on company laptops will be referred as necessary under The Councils disciplinary proceedings. Serious offences will be reported as necessary to the police.

\* Your email should be filtered for spam. If you receive any inappropriate material by email delete it immediately. If persistent, report to the helpdesk for investigation.

\* Only visit Web sites you know and trust.

\* Never open emails that you do not recognize the sender or are expecting the email

\* Power off your laptop whenever it is not in use. Do not carry the laptop in suspend or hibernation mode.

\* Personal use of the laptop, equipment and accessories is prohibited

\* Keep your laptop close to you and in sight. Otherwise, keep it locked away securely.

\* Never store passwords with your laptop or in its carrying case.

\* Other forms of user authentication should be always kept separate from your laptop.

\* Travel without your laptop if it is not needed.

\* Do not place drinks or food near your laptop.

#### **While Traveling In a Personal or Rental Car**

\* Extreme temperatures can damage a laptop. You should not leave a laptop in an unattended vehicle.

\* If you must leave your laptop in an unattended vehicle for a short period of time, always lock your laptop in the boot of the car. A visible laptop is a target.

\* On rare occasions when a vehicle may not have a boot or lockable compartment, the laptop must still be locked in the vehicle and stored out of sight.

**Signed** \_\_\_\_\_  
**Chairman**

## LAPTOP POLICY ACCEPTANCE FORM

I understand that all laptop computers, equipment, and accessories that the Council has provided me are the property of the Council. I agree with and will adhere to all the aforementioned rules and guidelines.

I will not install any additional software or change the configuration of the equipment in anyway.

I will not allow any other individuals to use the laptop issued to me and/or the related equipment and accessories that have been provided to me by the Council.

I agree to return the laptop and accessories in my possession immediately upon termination of my time as a Councillor.

I will report damage or suspected problems immediately to the Council technical support

I will not use the laptop/accessories for personal use.

I understand that a violation of the terms and conditions set out in the policy will result in the restriction and/or termination of my use of the Councils laptop computers, equipment and accessories and may result in further discipline up to and including termination of employment and/or other legal action.

Agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_

Employee/Councillor/Volunteer \*please delete as appropriate

**NAME:**

### Laptop Computer Details

Laptop Computer Description.....

Laptop Computer Serial Number.....

Laptop Computer Asset Number.....

### Item Loaned Condition

Laptop Computer Yes\_\_\_ No\_\_\_ New\_\_\_ Used\_\_\_ Damaged\_\_\_

Power Supply and Cord Yes\_\_\_ No\_\_\_ New\_\_\_ Used\_\_\_ Damaged\_\_\_

Mouse Yes\_\_\_ No\_\_\_ New\_\_\_ Used\_\_\_ Damaged\_\_\_

Laptop Bag Yes\_\_\_ No\_\_\_ New\_\_\_ Used\_\_\_ Damaged\_\_\_

**Laptop Returned (date)**.....

Returned to (Parish Council Official).....

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