

LIVINGSTON COUNTY
COMPUTER INFORMATION SERVICES
COMPUTER RESOURCES ALLOCATION POLICY

RESOLUTION #597-132

LIVINGSTON COUNTY, MICHIGAN

APPROVED: 5.5.97

1. It is the responsibility of the CIS Department to assist in specifying appropriate computer equipment for use by county departments and employees.
2. All requests for computer equipment will be submitted in writing to the CIS Director by the Department Head.
3. All computers and peripherals, whether attached to the County mainframe, a network, or that operate in a stand-alone environment, will conform to the specifications established by the CIS Department.
4. The CIS Department will use their group purchasing ability where possible to obtain the lowest cost for the specified equipment.
5. It is recognized that work locations will vary for some employees to the degree that flexibility must be incorporated in the selection of computer equipment assigned to the individual employee. When it is deemed necessary to provide equipment that is portable, a laptop computer complete with a docking station / docking bar, and all appropriate hardware and attachments will be assigned to the individual. This will allow the employee to use computer equipment at their primary office location as well as off site when necessary. This equipment will be provided in lieu of a desktop computer.
6. If a Department Head determines that it is necessary to have a laptop computer(s) available for staff on a check-out basis, and the request is approved, the laptop becomes the responsibility of the Department Head. The laptop computer will be issued upon completion of the LAPTOP COMPUTER AGREEMENT attached.
7. To insure security and integrity of the county data network as well as the county responsibility to assure hull compliance with the software copyright laws, the CIS Department, or the county designated independent auditors, may examine and edit the content of all county storage devices to assure compliance.
8. Violation of any of the terms of this agreement may result in disciplinary action.

RESOLUTION #597-132

APPROVED: MAY 5, 1997

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LAPTOP COMPUTER AGREEMENT

In exchange for the use of a Livingston County laptop computer, either at work or away from work, I understand and agree to the following:

1. That it is the responsibility of the CIS Department to assist in specifying appropriate computer equipment for use by county departments and employees.
2. That all requests for computer equipment will be submitted in writing to the CIS Director by the Department Head.
3. That all laptop computers, whether attached to the county mainframe, a network, or that operate in a stand-alone environment, will conform to the specifications established by the CIS Department.
4. That when it is necessary to provide equipment that is portable, a laptop computer complete with a docking station\docking bar, full size monitor, keyboard and mouse will be assigned to the individual. The laptop computer will be provided in lieu of a desktop computer.
5. That if it is determined that it is necessary to have a laptop computer(s) available for staff on a check-out basis the laptop becomes the responsibility of the Department Head.
6. That to ensure compliance with copyright laws and compatibility with the county system, only licensed programs authorized by Livingston County or one of its departments, may be stored on the laptop computer.
7. That to insure security and integrity of the county data network as well as the county responsibility to assure full compliance with the software copyright laws, the CIS Department, or the county designated independent auditors, may examine and edit the content of all county storage devices to assure compliance.
8. That the use of any County computer is a privilege which may be revoked by the CIS Department at any time for abusive conduct. Such conduct would include, but is not limited to, the altering of system software, the placing of unlawful information, computer viruses or harmful programs on or through the computer network in either public or private files or messages. The staff of the CIS Department reserves the right to remove files, limit or deny access and refer for other disciplinary action.
9. That the use of the laptop computers is for County business purposes only and in order of priority those uses are:
 - A. Specific departmental software applications.
 - B. Office support applications.
 - C. General information shared on network.
 - D. Communication.
10. That the CIS Department does not *warrant* that the functions of the network system to which a laptop may be attached to will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data or information) sustained or incurred in connection with the use, operation, or inability to use the system.

11. That the laptop computer and any associated passwords are intended for the exclusive use of the Livingston County staff person to whom they are assigned. Any problems which arise from the misuse of a user's password are the responsibility of the staff member. Any misuse will result in the suspension of use of the laptop. Use of the laptop by someone other than the person to whom it is assigned may be grounds for the loss of the laptop.
12. That the violation or breach of any of the terms of this agreement may result in disciplinary action.

Department Head

Date

Director, CIS

Date

RESOLUTION #597-132	APPROVED: MAY 5, 1997
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RESOLUTION ATTACHED HERETO

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RESOLUTION **NO:** **Substitute**
LIVINGSTON COUNTY **DATE:** **597-132**
May 5, 1997

RESOLUTION APPROVING COMPUTER RESOURCES ALLOCATION POLICY - COMPUTER INFORMATION SERVICES

WHEREAS, it is the responsibility of the Computer Information Services Department to assist in specifying appropriate computer equipment for use by County departments and employees; and

WHEREAS, in order to perform this responsibility in an efficient and standard way, there is a need for a policy to be developed; and

WHEREAS, the attached COMPUTER RESOURCES ALLOCATION POLICY has been prepared and submitted to the Livingston County Board of Commissioners for their review and approval.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the attached COMPUTER RESOURCES ALLOCATION POLICY, effective immediately.

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MOVED: Belser
SECONDED: Michaels
CARRIED: 8/0/1