

## Overview

### Purpose

This policy outlines the handling, responsibilities, and scope of the Information Technology (IT) resources and equipment of MDStrum Housing Services, Inc or MDS. This policy acts as an extension of the IT security policy for MDStrum Housing Services, Inc.

### Authority

This policy has full support from the MDS's executive steering committee and human resources department. The IT Director administers the policy, which is currently effective for all MDS employees and computer systems.

### Assets Covered By This Policy

Hardware devices and software programs purchased and provided to the employee by the organization are to be used only for creating, researching, and processing company-related e-mail, documents, presentations, and Internet materials. Hardware devices and software programs are to be used ethically, lawfully, and appropriately at all times.

The use of the following hardware devices are covered within this policy:

- Desktop computers, monitors, and laptop computers
- Handheld computers
- Printers
- Cellular telephones
- Cable modems
- Audio and video equipment, including scanners

The following software products are covered within this policy:

- Word processing programs
- Spreadsheet software
- Presentation tools
- E-mail clients
- Drawing, drafting, and graphical programs
- Development utilities

## Violations

Misuse or abuse of company property could result in disciplinary action leading up to and including termination. Depending upon the nature and severity of the violation, criminal penalties could apply, as well. Should questions ever arise as to the proper and appropriate use of company-provided hardware and software, do not hesitate to contact the IT or human resources department for further clarification.

## Asset Administration

No alterations, upgrades, or modifications should be made to hardware and software purchased by the organization and provided to the employee, unless approved in writing by the IT department. The organization retains ownership of all hardware and software provided to the employee. The employee should ensure the hardware devices and software programs provided by the organization are protected from theft and physical damage using reasonable precautions. For example, laptop computers, cell phones, and pagers should never be left unattended while traveling or in an unlocked vehicle.

## Restitution

- Should an employee fail to return organization-provided equipment and software upon termination or the request of the IT department, the employee shall pay the organization the current market value as determined by the organization. This amount shall be garnished from any remaining paychecks, reimbursement and expense checks, bonus payments, or other legal means necessary.

## Remote Inventory & Equipment Policy Agreement

Employees should read the entire Inventory & Equipment Policy and sign and date this form in the provided space below. Copies of this agreement will be kept on file in the IT and financial resources departments.

### Hardware and Software Assets Assigned to Employee

Hardware Device	Model Number	Serial Number	Employee Classification	Employee Telephone	Employee E-mail

By signing below, I agree to the following terms:

- I received and read the Inventory & Equipment Policy
- I received the hardware described above
- I understand and agree that any hardware equipment and software programs provided to me by the organization remains the property of the organization
- I understand I am not to modify, alter, or upgrade any hardware or software programs provided to me by the organization without the written consent of the IT department
- I agree that, if I leave the organization or am terminated, I must return the hardware equipment and software programs provided by the organization or pay the current market value as determined by the organization
- I understand I must make reasonable efforts to protect all organization provided hardware equipment and software from theft and physical damage

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department/Location