

EPHRAIM MOGALE LOCAL MUNICIPALITY



ALLOCATION OF MOVABLE IT DEVICES POLICY & PROCEDURE

DOCUMENT APPROVAL

Responsible Person:	Name	Signature	Date

Date approved: _____

1. OVERVIEW:

- 1.1 Ephraim Mogale Local Municipality is committed to providing an appropriate office desktop computers or laptop computers for each office bound and other classified staff members as an enabling productivity tool.
- 1.2 This policy seek to specifically address the need by some departments and staff members to have laptop computers instead of a desktop computer and other related devices such as 3G.

2. ELIGIBILITY:

- 2.1 A decision to provide a laptop computers, and/or the 3G device shall be based upon a documented work related needs, departmental approval, and available budget.
- 2.2 Laptops computers and/or 3Gs devices shall be authorized based upon job responsibilities, demonstrated departmental needs, and department approvals.
- 2.3 The laptop computer is intended for use for Municipal related business as a productivity tool, and communication. Use of the laptop for personal purposes should be within the standards of good judgment and common sense, based on the terms and conditions of applicable software license agreements. The use of laptops will enable eligible officials access to Municipal business from various points outside their usual offices.

3. CRITERIA FOR SELECTION:

- 3.1 Municipal Manager.
- 3.2 Unit Managers.
- 3.3 Divisional Managers.
- 3.4 IT Supervisor.
- 3.5 Identified Staff members who have delegated powers to authorize financial transactions.
- 3.6 Staff members whose work frequently requires them to attend out of office meetings and workshops where presentations are made.
- 3.7 Supervisors who are not office bound and are expected to produce report on a monthly basis.

4. APPROVAL PROCESS:

- 4.1 All requests for laptops and/or 3Gs shall be recommended by the Unit Manager of the department demonstrating the job responsibility and the departmental need.

- 4.2 The Municipal Manager shall give final approval of all requests made based on the eligibility criterion and the availability of funds in the specific votes.

5. REQUIREMENTS:

- 5.1 Eligible Staff members shall apply for a laptop computer and/or 3G device stating the reason(s) for their request, and what software and hardware needs they have which shall be work related.
- 5.2 Specifications for all laptop computers (as for any technology equipment or software) must be approved by the IT Supervisor to ensure compatibility with the existing systems.
- 5.3 The laptop computer must be a configuration, model, and brand approved by the IT Section of the Municipality and must meet or exceed standard specifications.
- 5.4 Ownership of the laptop computers shall remain with the Municipality and must be returned in good order when employment ends or when requested to do so should work environment change.
- 5.5 Only one laptop computer shall be provided by the Municipality per eligible staff member.
- 5.6 While pool laptop computer may be a cost effective way to meet mobility needs, multiple computers per department or staff member will not, in general, be approved.
- 5.7 Laptop computers shall be maintained on a four-year replacement cycle where possible. At the beginning of each replacement cycle, laptop computer users shall re-apply to their respective Unit Managers who shall appropriately recommend to the Municipal Manager for final approval.
- 5.8 Technological support for Municipality owned laptops computers shall be equivalent to that provided for Municipal owned desktop computers. Further that direct support shall be provided in Municipal premises during office hours.
- 5.9 The Municipality shall enter into a 24 months limited contract with a service provider on behalf of the eligible Staff member.
- 5.10 No calls and short message service (sms) shall be made from the 3G sim card.
- 5.11 No viewing, storing, downloading or forwarding of sexual explicit or sexual suggestive text, images, moving images, sound files, sound recording, racial prejudice, harassment, intimidatory or defamatory sites using the Municipal 3G device.

6. RESPONSIBILITY:

- 6.1 It is the responsibility of the eligible Staff member allocated with a laptop computer to take appropriate precautions to prevent damage to or loss/theft of laptop computer in his/her care.

- 6.2 The eligible Staff member shall be responsible for costs related to repair or replacement of the laptop computer if the damage or loss is due to negligence or intentional misconduct.

7. THEFT OR LOSS:

- 7.1 Where the laptop computer is lost or stolen it must be reported to South African Police Services immediately. The police report must include the serial number and asset number of the lost laptop computer.
- 7.2 A copy of the police report with the case number must be sent to the Unit Manager Corporate Service within 48 hours of the discovery of the loss who shall determine the circumstances relating to the loss/theft and forward the documents with recommendations to Finance department for the purpose of filing a claim where applicable.
- 7.3 Failure to secure and submit a police report to the Unit Manager Corporate Services may result in personal liability for the total replacement cost with the same brand, model and quality of the lost or laptop computer.

8. UPGRADES AND TROUBLESHOOTING:

Should a laptop computer require hardware upgrade (e.g. memory, peripheral, or hard disk), software installation, or have problems that cannot be resolved over the telephone, the IT Supervisor shall visit the office of the affected staff member for hardware service, software installation, or problem diagnosis.

9. SOFTWARE LICENSING:

- 9.1 The laptop computers shall be configured with a standard suite of programs that are appropriate for the type of computer.
- 9.2 Other applications shall be provided to by the Municipality on the strength of professional and departmental needs or the requirements of the laptop computer.
- 9.3 Staff members eligible for laptop computers are not allowed to load unlicensed or pirate software including software for personal use, such as games, entertainment software etc on the Municipality owned laptop computer.

10. OUT OF OFFICE INTERNET ACCESS:

- 10.1 Staff members with laptop computer and/or 3G devices shall have access to connect to the Internet network from wherever they are.

- 10.2 The laptop computer shall be configured accordingly to access such a service.

11. BACKUP:

- 11.1 Staff members are responsible for maintaining an appropriate backup of work done on the laptop computer, especially of the work-related documents and data files created that are not restored when reinstalling the operating system and programs.
- 11.2 Staff members using laptops computers may need to store some documents and data files on the laptop computer's hard disk drive. It would be prudent to establish a process of copying the data files used on the laptop computer to the main server as an added precaution against data loss.
- 11.3 Personal documents or data files shall not be stored in the main server.

12. VIRUS, HACKING, AND SECURITY PROTECTION:

- 12.1 To ensure that virus protection and other security patch are current, laptop computers must be connected to the Municipal network on a regular basis and users must take responsibility for ensuring that security updates take place on laptop computers in their care.
 - 12.2 In the case of a significant security alert, users may be contacted by e-mail and/or telephone, to bring their laptop computers to the IT Supervisor to ensure proper security is enabled on them.
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