



# VERMONT GOVERNMENT FINANCE OFFICERS ASSOCIATION ADMINISTRATIVE POLICY

## SUBJECT: COMPUTER POLICY

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- I. STATEMENT** – This policy is written to provide clear and concise guidelines for the use of computer equipment purchased and owned by the VTGFOA (the Association). These guidelines are applicable to any member who uses the laptop on behalf of the Association.
- II. PROCEDURES** – All computer use shall be authorized by the Board of Directors. The basis for the purchase of the laptop is to consolidate all VTGFOA records onto one platform, instead of the records being maintained individually by Board members and potentially lost. Furthermore, the computer is intended to provide benefits solely to the Association (e.g. used for Association workshops, or presentations by the Association at other such events).
- The VTGFOA Board will provide guidance on the use of the laptop;
  - The VTGFOA Board will oversee the use of the laptop;
- III. RULES** – The following rules apply to all Board members when using the VTGFOA laptop:
- All computer use shall be limited to that which is directly related to VTGFOA. Personal information shall not be stored on the Association’s computer. Usage shall remain professional in nature and should always be conducted in accordance with the Association’s policies, practices and expectations;
  - The laptop will be secured from loss or damage when not in use by not being left in a car or a location where temperatures are extreme; responsibility for loss or damage will be paid by the individual that had possession of the laptop at the time of damage;
  - The laptop will be kept in a carrying case to protect it during transportation;
  - Loss or damage of the laptop will be reported immediately to the Board;
  - No programs or applications will be installed on the laptop without Board approval;
  - Back-up of laptop data will be done regularly using flash drives or google drive associated with VTGFOA e-mail;
  - Anti-virus software will protect the laptop and be renewed annually;
  - The laptop will only be used by and for VTGFOA records and presentations;
  - The laptop will not be connected to unsecured or unknown Wi-Fi.
- IV. OVERSIGHT** – The Board shall oversee use of the Association’s laptop computer and all decisions on software and usage including:
- Evaluating requests for content to be put on the laptop;
  - Maintaining computer logins and/or passwords;
  - Changing passwords if a member is removed as a user to maintain control.

**V. VIOLATIONS** – Any use of the VTGFOA laptop computer that violates this policy will be immediately addressed by the Board of VTGFOA. A log of violations will be kept and provided to the Board upon request.

**VI. REVIEW** – It is the intent of the Board to review this policy annually.

**Approved: 5/16/2018**

**Last Reviewed & Updated: August 7, 2024**