

# St. Albert Pickleball Club

## Board Policies

### Operational

#### Use of SAPC Computers

**Policy:**

SAPC may provide laptop computers with back-up provision to Board members to facilitate board and club business.

**Purpose:**

To provide a secure means to do the tasks required for a given board position without imposing added costs to the board member.

**Clarification:**

Users are to exercise reasonable care and adhere to the following directives:

1. The Board member (user) will return the equipment promptly when leaving board duties, or when the Board requests the return of the laptop.
2. The user accepts responsibility for safeguarding the laptop itself along with the data stored on the laptop, or accessible through the laptop.
3. Laptops are provided for official SAPC use only and are not to be shared or loaned to anyone without the prior approval of the Board.
4. Only authorized software may be installed on the computers.
5. All data on the laptop must be safeguarded by setting up passwords for the laptop, as well as individual programs being used.
6. Provide the SAPC Secretary with a record of the laptop serial number as well as all passwords, which are updated annually, or when directed by the Secretary.
7. Ensure backups are done when substantial new data has been entered, but at least monthly.
8. Take appropriate steps to protect the laptop from damage and theft.
9. Ensure all software permissions and licences are in place and kept up to date.
10. Comply with relevant laws, regulations and policies applying to the use of computers and information (e.g., licence, copyright, and privacy laws).
11. Do not initiate the storage, use, copy or circulation of inappropriate materials such as pornographic, racist, defamatory or harassing files, photographs, videos or e-mail messages that might cause offence or embarrassment for the club, or be deemed illegal on the laptop.

All data contained on SAPC computers is the property of SAPC and as such may be recovered at any time. SAPC reserves the right to access and to disclose messages that are sent/received on the email system found on the laptop. Users should be aware that “deleted” messages from the computer may be recoverable from the computer.

Users who do not adhere to this policy are subject to disciplinary procedures.

Approval date: January 14, 2019

Date for review: January 2023