

<b>Manitoulin-Sudbury District Services Board POLICY &amp; PROCEDURES MANUAL</b>	
Section: B. General Administration	Effective Date: <b>Jan. 1, 2015</b>
Topic: 2. Governance	Replaces: July 1, 2010
Subject: 2.06. Computer Policy	
Policy No. B.2.06.	Page 1 of 1

**POLICY**

The Board requires, for its ongoing functioning, that Board members have access to a personal computing device which is connected to the Internet. The Board meetings have been conducted using a paperless environment for many years and this will continue by the introduction of tablets to replace the use of computers and/or laptops by Board members. The Board will assist its members in the following manner.

Where a Board member does not have a personal computer or tablet to connect to the internet, the Board will provide (loan) the Board member a wireless tablet. The tablet will be provided in order to allow the Board member to access Board documents required for review prior to regular DSB Board meetings. The loaned equipment will be returned to the DSB when the individual ceases to be a member of the Board.

DSB Board Member will be responsible for their own printing needs and the associated costs for printing supplies.

**Internet Service**

Where a Board member does not have internet service, the DSB will assist Board members with the reasonable cost of the initial internet installation costs.

DSB Board Member will be responsible for the ongoing monthly costs associated with internet connection charges and wireless capabilities.

**Acknowledgement of Computer/Equipment Loan**

Each Board member receiving a tablet will sign a receipt for the equipment received. This receipt will specify the equipment which has been provided. The tablet remains the property of the Manitoulin-Sudbury District Services Board.

Only persons authorized by the Board’s Information Technology staff shall provide any service to the equipment.

The Board member is solely responsible for any lost, stolen or damaged equipment.

It is agreed that the tablet will be returned to the DSB one month following the end of an individual’s tenure as a Board member.