



I.T SOFTWARE / HARDWARE POLICY

NDLAMBE MUNICIPALITY

Contents

- 1. Introduction**
- 2. Acceptable use**
- 3. Violations**
- 4. Administration**
- 5. Software**
 - 5.1 Software purchasing**
 - 5.2 Software licensing**
 - 5.3 Software standards**
 - 5.4 Software installation**
- 6. Hardware**
 - 6.1 Hardware purchasing**
 - 6.2 Hardware standards**
- 7. Outside equipment**
- 8. Summary**
- 9. Acknowledgement of Software/Hardware Policy**



1. INTRODUCTION

The presence of a standard policy regarding the use of software and hardware will:
Enhance performance of the Information Technology Department in delivering, implementing and maintaining software and hardware suitable to the business needs of NDLAMBE MUNICIPALITY.
Define the duties and responsibilities of employees who use the aforementioned software and hardware in the performance of their job's duties.

2. ACCEPTABLE USE

This section defines what constitutes "acceptable use of NDLAMBE MUNICIPALITY electronic resources, including software, hardware devices and network systems (EXCLUDING SERVERS AND RELATED SOFTWARE). Hardware devices, software programs and network systems purchased provided by NDLAMBE MUNICIPALITY are to be used only for creating, researching and processing municipal related materials, and other tasks necessary for discharging one's employment duties. By using the company's hardware, software and network system you assume personal responsibility for their appropriate use and agree to comply with this policy and other applicable Laws and Ndlambe Municipality policies.

3. VIOLATIONS

Violations may result in disciplinary action in accordance with company policy. Failure to observe these guidelines may result in disciplinary action by the Municipality depending upon the type and severity of the violation, whether it causes any liability or loss to the Municipality, and / or the presence of any repeated violation(s)

4. ADMINISTRATION

The MANAGER of I.T is responsible for the administration of this policy. This policy is a living document and may be modified at any time by the I.T STEERING COMMITTEE AND COUNCIL.

5. SOFTWARE

All software acquired for or on behalf of the MUNICIPALITY or developed by contracted personnel on behalf of the Municipality is and all times shall remain Municipal property. All such software must be used in compliance with applicable licenses, notices, contracts and agreements.

5.1 Purchasing

All purchasing of NDLAMBE MUNICIPALITY software shall be centralized within the I.T Department to ensure that all applications conform to corporate software standards and are purchased at the best possible price. All requests for software must be submitted to the I.T Manager, which will then review the need for such software and then determine the standard software that best accommodates the desired request.

5.2 Licensing

Any duplication of copyrighted software, except for backup and archival purposes, may be a violation of LAW/Polices. In addition to violating such laws/policies unauthorized duplication of software is a violation of the MUNICIPALITY's Software/Hardware Policy.



5.3 Software standards

The following list shows the standard suite of software installed on company computers (excluding test computers) that is fully supported by the information technology department:

Latest Microsoft Windows Pro 64 Bit
Latest Microsoft Office Home & Business (Word, Excel, PowerPoint and Outlook)
Adobe Acrobat Reader
VLC Media Player

Where applicable the following software will be installed on NDLAMBE MUNICIPALITY computers

Microsoft Visio
Microsoft Project
Microsoft Access
Microsoft Publisher
Acrobat Pro

Employees needing software other than those programs listed above must request such software from the I.T Department. Each request will be considered on a case-by-case basis in conjunction with the software-purchasing section of this policy.

5.4 Software Installation

The I.T Department is exclusively responsible for installing and supporting all software on NDLAMBE MUNICIPALITY computers. These responsibilities extend to:

Desktop computers
Laptop computers

The I.T Department relies on installation and support to provide software and hardware in good operating condition to the employees so that they can best accomplish their tasks.

6. HARDWARE

All hardware devices acquired by NDLAMBE MUNICIPALITY is and all times shall remain NDLAMBE MUNICIPALITY property. All such hardware devices must be used in compliance with applicable licenses, notices, contracts, agreements and Policies.

6.1 Purchasing

All purchasing of NDLAMBE MUNICIPALITY computer hardware devices shall be centralized within the I.T Department to ensure that all equipment conforms to corporate hardware standards and is purchased or leased at the best possible price.

All requests for NDLAMBE MUNICIPALITY computing hardware devices must be in the annual Municipal budget document and have COUNCIL approval. The request must then be sent to the I.T Manager, who will then review the need for such hardware, and then determine standard hardware that best accommodates the desired request.



6.2 Hardware standards

The following list shows the typical hardware configuration for new NDLAMBE MUNICIPALITY computers:

Desktops (All-in-One)

Operating System Latest Microsoft Windows Professional 64 Bit
Processor Minimum 7th Generation Core™ i3-2.4 GHz,
Memory 4GB DDR3 (DDR-1600) RAM
Hard Drive minimum 265 Gb
Interface 1Gb Network Adapter (LAN Port)
Optical Drive Slim Type DVDRW Super Multi Drive
Monitor/LCD/Screen 21.5inch Full HD (1920 x 1080) LED
Warranty 3 Year onsite service

Laptops – provided to employees required to frequently work away from the office.

Operating System Latest Microsoft Windows Professional 64 Bit
Processor Options Minimum 7th Generation Core i3 2.4GHz
Memory 4GB DDR3-1600,
Hard Drive minimum 256 Gb HDD
Interface 1Gb Network Adapter (LAN Port)
Optical Drive DVDRW Super Multi Drive
Monitor/LCD/Screen Up to 15.6" HD (1366 x 768)
Warranty 3 Year onsite service

Printers

Employees will be given access to appropriate network printers. In some limited cases, employees may be given local printers if deemed necessary by the I.T Department. Employees needing computer hardware other than what is stated above must request such hardware from the

I.T Department. Each request will be considered on a case-by-case basis in conjunction with the hardware – purchasing section of this policy.

7. OUTSIDE EQUIPMENT

No outside equipment may be plugged into NDLAMBE MUNICIPALITY 's network without the I.T Manager's written permission.

8. SUMMARY

This policy is designed to facilitate NDLAMBE MUNICIPALITY's employees in maximizing the efficient performance of their job duties. Full cooperation with this policy is mandatory so that all goals can be met in accordance with NDLAMBE MUNICIPALITY'S business objectives.



9. ACKNOWLEDGEMENT OF SOFTWARE / HARDWARE POLICY

This form is used to acknowledge receipt of and pledge compliance with NDLAMBE MUNICIPALITY's Software / Hardware Policy.

Procedure

Complete the following steps:

Read the Software/Hardware Policy

Initial the spaces provided below, Sign and date the last page

Return to the Management I.T.

Initial

By initialing below, I agree to the following terms:

I have received and read a copy of the software/ Hardware Policy and understand and agree to abide by the same

I understand and agree that any software and hardware devices provided to me by NDLAMBE MUNICIPALITY remain the property of the NDLAMBE MUNICIPALITY.

I understand and agree that I am not to modify, alter, or upgrade any software programs or hardware devices provided to me by the organization without the permission of the I.T MANAGER.

I understand and agree that I shall not copy, duplicate (except for backup purposes as part of my duties), or allow anyone else to copy or duplicate any software.

I agree that if I leave the employment of NDLAMBE MUNICIPALITY for any reason, I shall immediately return to the NDLAMBE MUNICIPALITY computer materials or computer equipment that I may have received from the MUNICIPALITY that is either in my possession or otherwise directly or indirectly under my control.

I understand and agree I must take reasonable efforts to protect all NDLAMBE MUNICIPALITY provided software and hardware devices from theft and physical damage.

Employee Name

Employee Signature

Employee Title

Department

Date



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Adv R Dumezweni: _____

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