



**District of Sault Ste. Marie
Social Services Administration Board**

Computer Policy

The Board requires, for its ongoing functioning, that Board members have access to a personal computer which is connected to the Internet. The Board will assist its members in the following manner.

Where the Board member does not have access to a computer or the member is not provided a computer or tablet by another entity, the Board will loan the Board member a PC and related equipment during the term of their tenure on the Board. The loaned equipment will be returned to the Board when the individual ceases to be a member of the Board.

Where required, Board staff will review the computer and ancillary equipment of Board members who already have their own equipment to provide whatever is needed to ensure high-speed connectivity to the Board website and printing functionality.

Internet Service

The Board will ensure that Board members are not out of pocket when it comes to the cost of ensuring a Board member's high-speed connectivity to the Internet. Each Board Member will be paid \$50/ per month. This will be paid annually in December of each year.

This funded high-speed Internet service provision shall end one month following the end of an individual's tenure as a Board member.

Acknowledgement of Computer/Equipment Loan

Each Board member receiving a computer or tablet on loan will sign a receipt for the equipment received. This receipt will specify the equipment which has been provided.

The computer and the associated equipment remains the property of the Board.

Only persons authorized by the Board staff shall provide any service to the equipment.

It is agreed that the computer and associated equipment will be returned to the Board one month following the end of an individual's tenure as a Board member.