

## **Assistance League® of Salt Lake City Technology Policy**

### **I. Standards**

- A.** The Technology Committee is responsible for the maintenance and servicing of Assistance League computers, printers, copiers and other digital equipment.
- B.** The Technology Committee shall provide support for Assistance League Office 365 subscriptions downloaded on chapter and personal computers.
- C.** Assistance League shall not maintain or provide technical support for members' personal computer hardware or any other software, even if the personal computer is used occasionally for Assistance League business.
- D.** Assistance League shall not cover costs associated with repair or troubleshooting of personal computer problems unless Office 365 related.
- E.** Purchases of toner ink, software or any other product for Assistance League use on personal devices shall not be reimbursed unless the Technology Chair has pre-approved the purchase.
- F.** Only Technology Committee-approved vendors may provide third-party technical support for Assistance League computers and other digital equipment, including laptops borrowed from Assistance League.

### **II. Loaned Laptops**

- A.** A member may borrow a laptop from Assistance League for a one-year term after completing a Laptop Loan Agreement form once the request is approved by the Technology Committee.
- B.** A loaned laptop is dependent upon a member's job requirements and is for chapter business only. Only programs with prior approval of the Technology Chair may be downloaded on the laptop.
- C.** A laptop and accessories loan may be renewed yearly.
- D.** The Technology Committee shall coordinate the repair or replacement of a damaged laptop; however, a member shall be responsible for reimbursing Assistance League for damage or loss due to negligence, e.g., left in and stolen from a car, dropped in water, damaged by food or drink, etc. based on the age of the laptop: Year 1 \$360; Year 2 \$288; Year \$216; Year 4 \$155; Year 5 \$72.
- E.** Members shall notify the Technology Chair of any technical support needs.