

SPOKANE COUNTY FIRE DISTRICT 8

Standard Operating Procedures

10.12.05 COMPUTER HARDWARE AND SOFTWARE



Adopted:	12/20/16
Reviewed:	12/20/23
Revised:	12/20/23
Approved:	Lonnie J. Rash

Purpose: To outline the user requirements for District owned hardware and software.

References: N/A

Procedure:

1. Hardware.
 - a) As a user of District hardware, you may not relocate or disassemble any District computer or peripheral equipment without approval from the Fire Chief or his/her designee.
 - b) In addition, members should not bring computer hardware from home and connect it to the network unless it has been first approved by the Fire Chief or his/her designee.

2. Software.
 - a) Software that is installed on District computers should be registered to the District, approved by the District and requested for installation by .District IT provider.
 - b) Members are not permitted to install or use personal software, games, freeware, shareware, utilities, Windows updates, etc. on the District's computers.
 - c) If it is necessary to use software not provided by the District, the Fire Chief or his/her designee must approve the request after consultation with .District IT provider.
 - d) Installation of unauthorized software may breach the security and reliability of the entire computer network.