Information Technology Policy

Approval Date:	June 2023	**Approval Authority:**	LUSA Executive
Review Date:	May 2025	**Contact Officer:**	LUSA President

Purpose

- This policy aims to create a framework to manage the use and ownership of information technology (IT) within the Lincoln University Students' Association (LUSA).
- This policy seeks to:
  - Clarify the ownership of LUSA IT equipment
  - Guide the use of LUSA IT equipment
  - Outline a duty of care and upkeep

Principles

- LUSA IT equipment is for business use only.
- Employees are expected to take reasonable care of any equipment issued to them, including installing recommended software updates.
- Maintenance or replacement costs will be met by LUSA. Any damage must be reported to the Association Manager as soon as possible.
- Appropriate equipment will be provided to employees to fulfil their jobs.
- All IT equipment remains property of LUSA or the third party it is leased from.
- Any IT equipment used by an employee or representative must be returned at the end of the employment and/or end of term.
- All use of Lincoln University IT equipment or services must be in accordance with Lincoln University policies and procedures including but not limited to;
  - https://www.lincoln.ac.nz/assets/PoliciesAndProcedures/IT-Acceptable-Use-Policy-v2.pdf
  - https://www.lincoln.ac.nz/assets/PoliciesAndProcedures/IT-Security-Policy-v.pdf

Review

- This policy should be reviewed biennially by the LUSA Executive.
- The Executive may change this policy in the interim.