

Managing Information in Organizations

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Chapter 3 Role of Information Technology in Managing Information

Link 3.5 Example IT Policy

Match Lighting IT Policies	
Hardware Policy	Software Policy
<p>The purpose of this policy is to provide a standard level of suitable equipment to staff in Match Lighting. This requires that:</p> <ul style="list-style-type: none">○ All computer equipment is purchased through the IT department.○ Computer equipment will be upgraded where appropriate as part of the annual IT plan.○ Computer equipment will be replaced through a five year replacement programme.○ When additional equipment is needed due to the addition of new job posts, the relevant line manager will be responsible for notifying the IT Department that additional equipment is needed.○ The IT department will install equipment within 10 working days of the request.○ Personal access to CD ROM and USB ports is prohibited to prevent the introduction of viruses and to prevent the installation of illegal software. Where there is a business case for access to be granted to these ports, this should be approved by the line manager and the request made to the IT department.	<p>The purpose of this policy is to provide a standard level of suitable software to meet the requirements of staff Match Lighting. This requires that:</p> <ul style="list-style-type: none">○ All software is purchased through the IT department.○ All equipment has the approved office software suite installed.○ Where a business case can be made to support the need for additional software, the relevant line manager will be responsible for notifying the IT Department of the request○ The IT department will thoroughly test all software to ensure that the software does not pose a threat to the network prior to installation.○ No personal software must be installed on Match Lighting equipment.○ The IT Department will maintain a record of all software licences.
<p><i>Note: Additional policies relating to portable computers, mobile devices, data usage, data storage and email usage also apply.</i></p>	