

Mindbridge Technology Asset Usage Policy

V.1.1

Last revised: 2 November 2020

I. Introduction

The Mindbridge Foundation (“Mindbridge”) establishes this policy to lay out acceptable and unacceptable usage of electronic devices and other technological assets under its possession. Mindbridge offers these assets to assist projects with their work.

This policy shall be administered by the Mindbridge IT Administrator (“IT Administrator”), as appointed by the Mindbridge Board. In their absence, the Mindbridge Board of Directors (“Board”) or any person(s) designated by the Board (“Designee”) shall act as the enforcing body. For the remainder of this document, IT Administrator refers to the appointed individual, Board, or Designee as appropriate.

II. Membership Expectations of Technology Assets

All requests to check out or use technology assets shall be done in writing, and approved by the IT Administrator. The request shall also indicate that they have read and are aware of the Technology Asset Usage Policy, and agree to abide by it and any other policies that govern usage of Mindbridge assets.

Members are responsible for exercising good judgment regarding what is considered appropriate usage in line with policies and guidelines. The IT Administrator reserves the right to revoke or restrict access to technology assets of anyone who violates this or other policies.

III. Budget

The IT Administrator is responsible for creating an estimated budget proposal prior to the start of each fiscal year, for the purpose of securing resources to acquire or replace any assets over said year. This proposal should be issued to the incumbent Mindbridge Treasurer.

IV. Inventory Requirements

The IT Administrator shall keep an inventory of all technology assets. Assets that require regular updates may be recalled by the IT Administrator to ensure that updates are applied, or may permit members to apply those updates in their stead.

The IT Administrator is responsible for maintaining a database, containing the date the asset was last updated, when they were last in possession of the asset, and who is currently in possession of the asset. Additionally, the IT Administrator is responsible for tracking when the asset was acquired, as well as when it is eligible for lifecycle replacement.

Members who have technology assets in their possession are required to either return their assets to their project's IT Administrator, or the Mindbridge IT Administrator, who will in turn audit the devices, perform any necessary updates, and return them to the Storage Locker. These updates should be made before the start of each fiscal year.

V. Access Requirements

Certain assets may require a password or other credentials to access, or their software may require credentials. Only members who are authorized to access those systems or software may do so; sharing of credentials is forbidden. If someone needs access to a system or software, it should be approved by the IT Administrator.

Username and passwords for laptop accounts will be recorded and maintained in the virtual keyholder vault as dictated in the Virtual Asset Usage documents.

The IT Administrator is required to cycle the passwords on each device on a regular timeframe, in coordination with the Mindbridge Board, or as required by any potential security breach.

Members who have technology assets in their possession are required to ensure that they are properly secured. This includes logging out or locking of software when not in use to prevent unauthorized access, securing objects physically so they can't be stolen, and storing them in a secure manner so that they aren't damaged. Under the circumstances that a technology asset is considered compromised, the IT Administrator is to be notified immediately.

VI. Software Requirements

The IT Administrator shall establish a list of acceptable software for technology assets. Computers and laptops which will be connected to the internet and contain sensitive Mindbridge information or Personally Identifiable Information should have an active antivirus software installed. To ensure that software stays up to date, the IT Administrator may request assets that are checked out be returned so that updates can be performed on a regular basis.

Members are forbidden from installing their own software without the permission of the IT Administrator. The installation of pirated or unlicensed software is also forbidden.

VII. Other Restrictions

Technology assets are to be used to further the interests and goals of Mindbridge or its projects. As such all work done with those assets are considered the sole property of the Mindbridge Foundation. The personal use of Mindbridge assets is strictly forbidden unless written approval is granted by the Board.

Unless part of a sanctioned work, technology assets should not be used to view, display, or store material that would be considered inappropriate for minors, or any other unauthorized usage of the technology asset. If a sanctioned work is to be done, that should be noted in the usage request to the IT Administrator. After that work has been completed, any material related to that work should be removed from that technology asset, or the IT Administrator should be notified that it remains on that asset.