

Ravalli County
Information Technology Policy 10
Personal Computer Care
July 2011

This policy does not supersede state or federal laws and acceptable use policies.

SCOPE:

This policy applies to all County employees and users of County computer systems.

PURPOSE:

The purpose of this policy is to provide requirements and guidance for the care of County computer resources.

REQUIREMENTS:

1. Users of County computers and computer equipment shall care for their equipment in a prudent manner consistent with established policies and the guidelines below.
2. Users shall work with the IT Department to protect data in the event of power fluctuations or outages by using a surge suppressor or uninterruptible power supply (UPS). Surge suppressors or a UPS shall be used on all workstations.
3. Non-computer equipment such as heaters and fans should not share the same surge suppressor as the computer. **NOTE:** Most UPSs are also not laser printer compatible. Be sure to read the documentation provided with your UPS or contact the IT Department for help.
4. Workstations should NOT be put in a position that covers the vent for the fan that resides within the computer.
5. Care shall be taken when positioning the computer electrical cords. Electrical cords should NOT be positioned near a heating element, under file cabinets, or in a manner that may be a hazard for walking.

GUIDELINES:

1. Appropriate steps should be taken to give proper care and attention to computer hardware. All computer equipment is vulnerable; especially a keyboard, when coffee, pop, or any other liquid is spilled on it.
2. Computer screens should be cleaned periodically with computer non-static cleaner. Check with IT for proper cleaning procedures.

3. Keyboards should be cleaned periodically with computer non-static cleaner. Contact IT for more details for proper cleaning techniques.
4. Care shall be taken when positioning a computer in the work environment. IT shall be consulted for proper positioning of the hardware. Computers shall be well ventilated.
5. When dealing with patch cables refer to IT Department for further information.
6. Monitor covers shall not be used to cover the monitor when they are powered on.
7. Users shall not connect or disconnect computer components without prior approval and instruction from the IT Department.
8. No Ethernet or phone cables can be moved without direct IT Department supervision.
9. Portable computers should be brought to room temperature before using them. They should not be exposed to extreme cold or heat for any length of time.

DEPARTMENT RESPONSIBILITY:

Departments or employees may be responsible for replacement of equipment damaged as a result of inappropriate use.

BACKGROUND/HISTORY

Users of computer equipment belonging to the County should care for their computer equipment and take steps to protect that equipment from physical harm. The protection of computer equipment is fairly simple and is necessary for ensuring adequate resources for customers, reducing the workload on computer maintenance personnel, and in keeping operating costs to a minimum.

Date	Purpose of Revision
June 20 th 2011	Adopted – County Commission

REFERENCES - Laws, rules, and applicable policies:

MCA 2-2-121; MCA 45-6-311; Ravalli County Personnel Policies; Ravalli County IT Policies

SUMMARY OF CHANGES:

Change Date: