



The Alberta Rural Physician Action Plan & Alberta Rural Family Medicine Network



Policy & Procedure:	Information Technology (IT) Equipment Use Policy
Target Group(s):	RPAP Associates & ARFMN Trainees
Goal:	Information Technology Administration & Confidentiality
Approval Date:	11 September 2003
Revisions:	24 June 2004, 6 July 2005, 19 September 2005

1.1 PURPOSE

The purpose of this policy is to outline acceptable use of information technology (IT) equipment provided by the RPAP. IT equipment includes, but is not limited to, Personal Digital Assistants (PDAs) and laptop personal computers. "RPAP associates" and "trainees" in relation to this policy and procedure are defined as consultants engaged by the RPAP and postgraduate trainees enrolled in the Rural Alberta North (RAN) or Rural Alberta South (RAS) nodes of the Alberta Rural Family Medicine Network (ARFMN).

1.2 GUIDELINES

1. USE OF RPAP BUSINESS EQUIPMENT

1.1 Personal

All equipment provided by RPAP is provided to facilitate business communication and activities.

Laptops provided to RPAP associates and trainees remain the property of the RPAP. RPAP associates and trainees are responsible for the safekeeping of the device and may be responsible for the cost of its repair or replacement if lost or stolen. They are also to return the device upon the completion of their association with the RPAP or their RPAP-sponsored training, or earlier upon request.

PDAs provided to trainees become the property of the trainee who is solely responsible for the safekeeping of the device and will be responsible for the cost of its repair or replacement if lost or stolen.

Equipment provided by RPAP is to be used for work or training related purposes only and is not intended for personal use.

Internet and e-mail access is provided to assist in the performance of your work or training.

RPAP is not responsible for any personal information stored on RPAP equipment.

1.2 Inappropriate Content or Actions

RPAP associates and trainees must avoid intentionally accessing sites or engaging in practices on the Internet, such as sites which carry offensive materials.

RPAP associates and trainees must not post, transmit, or distribute any threatening, abusive, obscene, or otherwise objectionable materials. Examples of objectionable material include sexually explicit messages, cartoons, or jokes, unwelcome propositions or love letters, ethnic or racial slurs; or any other message that can be construed to be harassment of others based on their sex, race, sexual orientation, age, national origin, or religious or political beliefs.

RPAP associates and trainees who wish to express personal opinions must not use RPAP facilities or equipment to do so.

Use of RPAP facilities or equipment in furtherance of personal, religious, political, or criminal activities is not permitted.

RPAP reserves the right to ensure that this laptop is used for educational purposes only.

Your responsibilities as a user can also be viewed on line at www.rpap.ab.ca.

1.3 Software

The software on this laptop is a standard set provided for your education by RPAP. You are responsible for its safekeeping.

The only software authorized for use is software licensed by the RPAP and installed by staff authorized by RPAP.

Personal software is not supported and damage to RPAP equipment or its computer network as a result of the installation and use of personal software or the downloading of executable programs will be repaired at the expense of the RPAP associate or trainee.

All personal files are to be removed from this laptop prior to its return to RPAP.

1.4 Confidentiality

All information stored on equipment provided by RPAP shall be collected, used, disclosed and accessed in accordance with all applicable laws governing access to information and protection of privacy.

2. DISCIPLINARY MEASURES

Abusive, unethical, inappropriate or criminal use of Internet or e-mail or RPAP equipment may result in confiscation of the RPAP equipment and/or reporting to the applicable licensing and law enforcement agencies.

3. AGREEMENT

I, _____, as a trainee of RAN or RAS, understand, and hereby consent to fully comply with this IT Equipment Use Policy. I acknowledge receiving a copy of the **Information Technology (IT) Equipment Use**, 19 September 2005 version, and confirm that I have had the opportunity to review and discuss the contents of the policy.

I also acknowledge that I have received an RPAP Laptop with a carrying case, mouse, and battery adapter/cord. I may also receive an RPAP or Health Region pager. Failure to return these items in good condition/working order upon the completion of my ARFMN training or upon the request of the RPAP, will result in my being invoiced for the cost of these items and/or any outstanding ARFMN/RPAP expense claims will be used to reimburse the RPAP for the cost of these items.

Dated this _____ day of _____, 20____.

_____ Signature