



CAREERLINK PARTNER COMPUTER & SOFTWARE USE POLICY

- 1.0 Purpose.** To give direction to RCWE IT staff and to the partners of RCWE on the use of the RCWE owned computer equipment and software.
- 2.0 Scope.** This policy will cover all computer equipment and software owned by RCWE.
- 2.1 If a partner supplies their own equipment they must first meet requirements specified below in order to function on the network.
 - a. They must have either Windows 2000 Professional or Windows XP Professional as the base operating system.
 - b. The Office application should be either Office 2003 Professional or Office 2000.
 - c. RCWE IT staff will load the antivirus application needed to protect the client as well as the RCWE network.
 - 2.2 The partner may choose to have the IT staff purchase the system and have those funds deducted from the partner's fees or reimbursements.
 - 2.3 If a partner utilizes the equipment that is owned by RCWE, all software will be provided.

No software or application may be loaded onto systems that are owned by RCWE without the permission of the IT staff.

All partners as of 3/01/2005 are grandfathered.

- 3.0 Responsibility.**
The responsibility for instituting this policy will rest in the hands of the CEO given the negotiations that might be needed due to prior practices. The responsibility for the enforcement of this policy will rest with the CEO and the IT staff.
- 4.0 History.**
There has been a rather loose policy with regards to the equipment and software that is owned by RCWE. There are two major issues involved with this:
- A. Those partners that furnish their own equipment with funds that are not WIA/RCWE funds.
 - B. Those partners that utilize equipment owned by RCWE.

In the past, it has been the practice of the IT staff to utilize software that is owned by RCWE for any partner's need. This includes, but is not limited to, Operating Systems, Office Applications, Anti Virus and other applications as needed. The cost of said software has risen dramatically over the last few years. RCWE cannot and should not be burdened with this cost. The scope as identified on 2.0 above will reflect the current direction that will be given to the IT staff. This policy will formally go into effect March 1, 2005.



POLICY – 301
Rev. Level: C
February 13, 2009

Name	Date	Rev. Level	Description of change	Effective Date
Mark Canfield	2/18/2005	A	New policy	
Mark Canfield	3/07/2005	B	Michele's changes	
Deb O'Neil	2/13/2009	C	Update logo, content & EO Officer	7/01/2009

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