



TOWN OF HANOVER

550 HANOVER STREET, SUITE 29
HANOVER, MASSACHUSETTS 02339
(781) 826-2261 (781) 826-5010

Board of Selectmen

POLICY 06-01

USE OF LAPTOP COMPUTERS

PURPOSE OF POLICY: This policy is intended to establish a guideline for use of Laptop computers by Town employees.

SCOPE: This policy applies to all employees of the Town of Hanover.

PROVISIONS OF THIS POLICY: Laptop computers purchased by the Town are for use in conducting Town business only. Laptop computers should not be used to transmit, communicate, or store messages of a personal nature. Personal use of any of the Laptop computers is prohibited. Files stored on the Laptop computers are public records. Users are responsible to make themselves aware of the provisions of Policy 01-01 Electronic Mail and Policy 01-02 Internet Access and Use, as amended.

The Town reserves the right to examine all Laptop computer files. Each user is required to present the Laptop computers to the Computer Coordinator for quarterly inspection.

Laptop computers are not to be taken home without the express permission of the Town Administrator.

This policy is subject to addition, deletion or alteration by the Board of Selectmen. Failure to comply with this Policy shall result in disciplinary action.

EFFECTIVE DATE: Immediately

Dated: ~~October~~ ^{November} 8, 2005

BOARD OF SELECTMEN

Viola A. Ryerson

Viola A. Ryerson, Chairman

R. Alan Rugman

R. Alan Rugman

David G. Flynn

David G. Flynn