



UFSC-PS Chapter Laptop Confidential Storage and Usage Policy

- Establish guest user for non-members while creating specific users for board members.
- Create parental controls for the guest account (adult content, illegal downloads).
- Establish QuickBooks passwords for Treasurer and Assistant Treasurer.
- Inform other members as to location of laptop when it is taken from main office and request for possession shall be expressed to other board members. A signed check-out sheet form is required.
- Express any conflicts concerning laptop usage with board members.
- Discuss any physical damage with the President and Vice-President. This includes accidental and negligent care.
- Recommend improvements or upgrades to new programs on the computer to the board for discussion and approval prior to download.

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Reviewd by the Board: 10/18/2012

Ratified and Approved by the Board: 12/13/2012