SPOKANE COUNTY FIRE DISTRICT 8
Standard Operating Procedures

10.12.05 COMPUTER HARDWARE AND SOFTWARE		Adopted: 12/20/16 Reviewed: 07/03/18 Revised: 07/03/18 Approved:

Purpose: To outline the user requirements for District owned hardware and software.

References: N/A

Procedure:

1. Hardware.
   a) As a user of District hardware, you may not relocate or disassemble any District computer or peripheral equipment without approval from the Fire Chief or his/her designee, or Information Services.
   b) In addition, members should not bring computer hardware from home and connect it to the network unless it has been first approved by the Fire Chief or his/her designee.

2. Software.
   a) Software that is installed on District computers should be registered to the District, approved by the District and requested for installation by Information Services.
   b) Members are not permitted to install or use personal software, games, freeware, shareware, utilities, Windows updates, etc. on the District's computers.
   c) If it is necessary to use software not provided by the District, the Fire Chief or his/her designee must approve the request after consultation with Information Services.
   d) Installation of unauthorized software may breach the security and reliability of the entire computer network.