

IT and Equipment Usage

Issuance and Usage of CARES IT Equipment and Internet

Policy

All items purchased with CARES funds, regardless of value or location, remain the property of CARES. CARES retains the right to recall for inspection or audit any item purchased with CARES funds.

Items issued to members of CARES C4T (e.g. laptop computers) are issued for the purposes of their C4T duties only. If a C4T member leaves the programme or ceases their C4T duties, CARES-purchased equipment issued to that member should be returned to the CARES office.

Procedure

Keep all CARES-owned items that are issued to you secure and make all efforts to keep them in good working order. If an item issued to you is damaged, does not function properly or is lost or stolen, report this immediately to the CARES office. If you wish to remove an item of CARES property from Singapore, approval must be sought from the CARES office prior to removal.

Expected standards for use of CARES computer equipment

Policy

All software installed on CARES owned equipment must be under legal license and users must ensure that they comply with the license at all times. If additional licenses are required, a request should be made to the CARES admin team for purchase. Under no circumstances should illegal copies of software be installed on any CARES owned equipment.

Users may make reasonable personal use of computing facilities provided by CARES. This personal use should not interfere with the performance of your duties or cause any damage or difficulty to computers or to networks, or any difficulty or distress to others.

Users may not make substantial use of CARES IT facilities for private financial gain or for commercial purposes outside the scope of official duties or functions without specific authorisation to do so.

Procedure

If you require the use of any software currently not licensed in CARES, you should consult your manager, and raise a requisition to purchase the relevant licence to use the additional software.

If you are not clear of this policy or any part of it, you should consult your manager or the IT Officer.

Internet or email usage

Policy

Users may make reasonable use of the internet and email for other than strictly work purposes provided it does not adversely affect their work and the work of others and has a minimal effect on CARES' resources. Any use of the internet or email that breaches local or international laws is strictly forbidden. CARES and CREATE reserve the right to track usage of the CREATE wireless network if deemed necessary.

Users should guard confidential material and personal information by the proper use of passwords and other security measures. Passwords or other access codes supplied to employees for CARES work should not be disclosed to any other person without specific permission.

Hacking (attempting to access systems or information within or outside CARES without authority, or encouraging others to do so) is strictly forbidden.

Suspected misuse of CARES equipment or internet connection will be investigated and could result in disciplinary action.

Procedure

If you are not clear about this policy or any part of it, you should consult your manager or the IT Officer.