



Information Technology Department (ITD)
Fort Peck Assiniboine & Sioux Tribes
Policy for Software and Hardware

June 2013

Introduction

Since the IT department is a new department within the Fort Peck Tribes there has been no policy created to manage the use of Software and Hardware standards of the Fort Peck Tribes.

The purpose of this document is to establish policy regarding Software and Hardware of Information Technology (IT) Resources within the Fort Peck Tribes (FPT).

The guidelines contained in this Tribal document apply to all Tribal departments and programs utilizing the FPT IT Software and Hardware, network telecommunications, either Wide-Area-Network (WAN) or Dial-Up, including the personnel, equipment, procedures and technologies that are employed in managing these activities.

The IT Department will develop the guidelines and/or policies for Software and Hardware; maintain established guidelines and policies; develop the criteria for Software and Hardware; and manage and oversee the overall operations of the FPT Network, Software and Hardware Resources. The Tribal Chairman and Council will be the final authority within the Tribe to resolve any conflicts over use of Tribal IT Software and Hardware.

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Software/Hardware Policy

Acceptable use

This section defines the boundaries for the “acceptable use” of the Tribes electronic resources, including software, hardware devices, and network systems. Hardware devices, software programs, and network systems purchased and provided by the Tribes are to be used only for creating, researching, and processing of Tribal-related materials. By using the Tribes hardware, software, and network systems you assume personal responsibility for their appropriate use and agree to comply with this policy and other applicable Tribal policies, as well as federal laws and regulations.

Software

All software acquired for or on behalf of the Tribes or Tribal Program or developed by Tribal employees or contract personnel on behalf of the Tribes is and shall be deemed Tribal property. All such software must be used in compliance with applicable licenses, notices, contracts, and agreements.

Purchasing

All purchasing of software shall be centralized within the Information Technology Department (ITD) in cooperation with Property & Supply to ensure that all applications conform to Tribal software standards and are purchased at the best possible price. All requests for software must be submitted to the Supervisor/Director for that department for approval. The request must then be sent to the IT department, which will then determine the standard software that best accommodates the desired request.

Licensing

Each employee is individually responsible for reading, understanding, and following all applicable licenses, notices, contracts, and agreements for software that he or she uses or seeks to use on Tribal computers. Unless otherwise provided in the applicable license, notice, contract, or agreement, any duplication of copyrighted software, except for backup and archival purposes, may be a violation of federal and state law. In addition to violating such laws, unauthorized duplication of software is a violation of the Tribes Software/Hardware Policy.

Software standards

The following list shows the standard suite of software installed on Tribal computers (excluding test computers) that is fully supported by the IT department:

- Microsoft Windows XP Pro (Until March, 2014), Vista, Windows 7, Windows 8
- Microsoft Outlook 2007, 2010, 2013
- Microsoft Office 2007, 2010, 2013 (Access, Excel, PowerPoint, Publisher, Word)
- Corel WordPerfect Suite
- OpenOffice
- Microsoft Internet Explorer 8.0, 9.0, 10.0
- Adobe Acrobat Reader 7, 8, 9, 10
- WinZip 9 or other
- Microsoft Security Essentials (free download)

Employees needing software other than those programs listed above must request such software from the IT department. Each request will be considered on a case-by-case basis in conjunction with the software purchasing section of this policy.

Outside software

No outside software may be installed onto the Tribes computer system without the IT department's written permission.

Hardware

All hardware devices acquired for or on behalf of the Tribes or Tribal Programs by employees or contract personnel is and shall be deemed Tribal property. All such hardware devices must be used in compliance with applicable licenses, notices, contracts, and agreements.

Purchasing

All purchasing of Tribal computer hardware devices shall be centralized within the IT department in cooperation with Property & Supply to ensure that all equipment conforms to the Tribes hardware standards and is purchased at the best possible price. All requests for computing hardware devices must be submitted to the Supervisor/Director for that department for approval. The request must then be sent to the IT department, which will then determine standard hardware that best accommodates the desired request.

Hardware standards

The following list shows the standard hardware configuration for Tribal computers (excluding test computers) that are fully supported by the IT department:

Desktops

- Desktops will be provided to employees who work primarily from the office.
- 3rd Gen Intel® Core™ i3-3220 Processor (Dual Core, 3.30GHz 3MB (minimum))
- 4GB, NON-ECC, 1600MHZ DDR3 (minimum)
- Video card with 512 MB RAM (minimum)
- 500-GB IDE or SATA hard drive single NTFS partition (C:) (minimum)
- 16x or faster speed DVD-RW drive (D/E:)
- 10/100/1000 Ethernet card
- 2 USB ports
- Sound card
- Speakers
- Standard 102-key English keyboard
- Optical mouse
- All applicable cables
- Surge suppressor

Laptops

- Laptops will only be provided to employees required to frequently work away from the office.
- 3rd Gen Intel® Core™ i3-3220 Processor (Dual Core, 3.30GHz 3MB (minimum))
- 4GB, NON-ECC, 1600MHZ DDR3 (minimum)
- Video card with 512 MB RAM (minimum)
- 500-GB IDE or SATA hard drive single NTFS partition (C:)
- 16x or faster speed DVD-RW drive (D/E:)
- 10/100/1000 Ethernet card
- Wireless access card
- 2 USB port
- Sound card
- Speakers
- Standard 102-key English keyboard
- Optical mouse
- All applicable cables
- Surge suppressor

Monitors

- Monitors will be provided for both desktop and laptop systems.
- 23-inch or 24-inch flat-panel monitor, depending on job requirements

Printers

- Employees will be given access to appropriate network laser

printers. In some limited cases, employees may be given local printers if deemed necessary by the Supervisor/Director and IT department.

Employees needing computer hardware other than what is stated above must request such hardware from the IT department. Each request will be considered on a case-by-case basis in conjunction with the hardware purchasing section of this policy.

Network

The FPT network will consist of one or more servers to handle applications, logons and computer/network policies. All offices within the FPT Headquarters will be connected to one local area network. The IT department will run Ethernet to all offices within the FPT to connect to the FPT network. The only exception to this section of the policy is the BIA offices.

Outside equipment

No outside equipment may be plugged into the Tribes or Tribal Program's network without proper documentation of the Tribes or Programs ownership such as an Invoice and/or Purchase Order Request and the IT department's written permission.

User Accounts

To reduce the risk of viruses and spyware and outside access to the Tribes computers and network the IT department will assign a User Name and Password to each computer assigned to employees. The User account will have limited control over the computer. The Administrator account for the computers will be assigned to be used by the IT department staff. Multiple accounts will be setup if more than one employee is assigned to a computer.

Violations and penalties

Penalties for violating the Software/Hardware Policy will vary depending on the nature and severity of the specific violation. Any employee who violates the Software/Hardware Policy will be subject to:

- (i) Disciplinary action as described in the Tribes employee handbook, including but not limited to reprimand, suspension, and/or termination of employment.
- (ii) Civil or criminal prosecution under tribal and/or federal law.

Things to keep in mind:

User ID's and Passwords will be assigned to all users. Tribal employees/contractors may use passwords only in the performance of their official duties.

Employees/contractors may not disclose any User ID's and passwords to anyone for any reason.

Employees/contractors will be held accountable for all work performed on or changes made to the system/databases under their User ID's and passwords.

Employees/contractors will not allow anyone else to access any of the above designated computer systems, or through them, to any other computer system, using their User ID's and passwords.

Questions

If you have any questions or comments about this Policy, please contact the IT Department, 406-768-8183.

Acknowledgment of Software/Hardware Policy

This form is used to acknowledge receipt of and compliance with the Tribes Software/Hardware Policy.

Procedure

Complete the following steps:

1. Read the Software/Hardware Policy.
2. Sign and date this form in the spaces provided below.
3. Return this page only to the IT department staff.

Signature

By signing below, I agree to the following terms:

- (i) I have received and read a copy of the Software/Hardware Policy and understand and agree to the same.
- (ii) I understand and agree that any software and hardware devices provided to me by the Tribes remain the property of the Tribes.
- (iii) I understand and agree that I am not to modify, alter, or upgrade any software programs or hardware devices provided to me by the organization without the permission of the IT department.
- (iv) I understand and agree that I shall not copy, duplicate (except for backup purposes as part of my job), or allow anyone else to copy or duplicate any software.
- (v) I understand and agree that if I leave the Tribes for any reason, I shall immediately return to the Tribes the original and copies of any and all software, computer materials, or computer equipment that I may have received from the Tribes that is either in my possession or otherwise directly or indirectly under my control.
- (vi) I understand and agree I must make reasonable efforts to protect all Tribal provided software and hardware devices from theft and physical damage.

Employee Signature_____

Employee Name (print)_____

Employee Title_____

Date_____

Department/Program_____