



## **CENTRAL SCOTLAND VALUATION JOINT BOARD: ACCEPTABLE USE POLICY**

### **Policy on the Use of Software/Hardware**

#### **Acceptable use**

This section defines the boundaries for the “acceptable use” of the Joint Board's electronic resources, including software, hardware devices, and network systems. Hardware devices, software, and network systems purchased and provided by the Joint Board are to be used only for creating, researching, and processing Joint Board-related data. By using the Joint Board's hardware devices, software, and network systems you assume personal responsibility for their appropriate use and agree to comply with this policy and other applicable Joint Board policies, as well as legal regulations. (e.g. Computer Misuse Act, Data Protection Act, Internet and e-mail Policy)

#### **Software**

All software acquired for or on behalf of the Joint Board or developed by Joint Board employees or contractors on behalf of the Joint Board is and shall be deemed Joint Board property. All such software must be used in compliance with applicable licenses, notices, contracts, and agreements.

#### **Licensing**

Each user of the Joint Board's Computer Networks 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 Joint Board 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 the law. In addition to violating such laws, unauthorised duplication of software is a violation of the Joint Board's Policy on Software Licensing.

#### **Software standards**

A list of software that is approved by Central Scotland Valuation Joint Board is compiled and maintained by the I.S. Manager. This list is available from the I.S. Manager and on the Assessor's Intranet.

#### **Hardware**

All hardware devices acquired for or on behalf of all Joint Board services are and shall be deemed Joint Board property. All such hardware devices must be used in compliance with applicable licenses, notices, contracts, and agreements.

## Hardware standards

The following list shows the minimum standard hardware configuration for PCs used on the Joint Board's Corporate Computer Network and approved by the I.S. Manager for Central Scotland Valuation Joint Board.

Processor Intel Pentium 4 CPU 1.5GHz  
256 MB memory  
20GB hard disk  
Graphics card with 64 MB memory  
Display 15" CRT  
CDROM 32X  
Keyboard  
Mouse  
100/10 MB Network adaptor

## Outside equipment

No outside equipment or software application may be connected/installed into the Joint Board's Computer Networked or other Joint Board owned stand-alone PCs without prior permission from the I.S. Manager.

## Violations and penalties

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

- (i) Being barred from using the Joint Board's hardware or software systems.

*And may be subject to:*

- (ii) The Joint Board's disciplinary procedures.
- (iii) Civil or criminal prosecution.

## Acknowledgment of Software/Hardware Policy

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

## Procedure

Complete the following steps:

1. Read the Policy on the use of Software/Hardware in connection with the Joint Board's Computer Networks.
2. Sign and date the attached declaration in the spaces provided below.
3. **Return the attached declaration** to the Assessor, Hillside House, Stirling. FK7 9JQ.





**DECLARATION IN RESPECT OF THE CENTRAL SCOTLAND VALUATION  
JOINT BOARD POLICY ON THE USE OF SOFTWARE/HARDWARE**

By signing and dating below, I agree to the following terms:

- (i) I have received and read a copy of the Policy on the use of Software/Hardware and agree to comply with its provisions.
- (ii) I understand and agree that any software and hardware devices provided to me by the Joint Board remain the property of the Joint Board and are licensed for the use for which they are deemed.
- (iii) Unless authorized to do so, I understand and agree that I am not knowingly to modify, alter, install or upgrade any software programs or hardware devices provided to me by the Joint Board nor knowingly use any software programs without the appropriate license.
- (iv) Unless authorized to do so, I understand and agree that I shall not copy, duplicate or allow anyone else to copy or duplicate any software provided for use by Central Scotland Valuation Joint Board to allow me to carry out my Joint Board duties
- (v) I understand and agree I must make reasonable efforts to protect all Joint Board provided software and hardware devices from theft and physical damage and not to disclose any passwords allocated to me.
- (vi) I understand that failure to adhere to the policy may result in discipline, up to and including termination of employment.

**CENTRAL SCOTLAND VALUATION JOINT BOARD:**

**POLICY ON THE USE OF SOFTWARE/HARDWARE**

**SIGNED DECLARATION**

**User Signature\_**

\_\_\_\_\_  
**User Name**

\_\_\_\_\_  
**Date**

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