

Uplift Community Alliance™

Technology Policy

I. Standards

- A.** The Technology Committee is responsible for acquisition and maintenance of Uplift Community Alliance's computers, printers, copiers and other digital technology.
- B.** The Technology Committee shall provide support and training for its Office 365 subscriptions downloaded on organization or personal computers.
- C.** Uplift Community Alliance shall not maintain or provide technical support for members' personal computer hardware or software.
- D.** Only Technology Committee approved vendors shall provide third-party technical support for all Uplift Community Alliance computers and other digital equipment.

II. Loaned Laptops

The organization may lend its device(s) to a member to perform the organizations business according to their position or assignment as necessary.

- Devices are loaned for one (1) year or less;
- A Technology Request Agreement shall be completed and approved by the Technology Chair;
- Only approved software may be loaded on organization computers;
- The member shall immediately notify the Technology Chair if the device is malfunctioning;
- Any repair or replacement must be managed by the Technology Chair with work performed by an approved vendor(s);
- A member may be responsible for damage to or loss of a device;
- Members shall make a request for any technical support or training needs to the Technology Chair.