Louisville Climate Action Network

TECHNOLOGY POLICY

All LCAN staff, contractors and volunteers are required to abide by the following best practices when using LCAN digital hardware, accounts and/or records unless otherwise approved by the Executive Director or IT Manager:

1. LCAN's laptops may be used only by the assigned user.
2. Digital devices must be carried in a provided protective case, backpack or satchel.
3. Digital equipment should be guarded from theft and illicit digital access, i.e., left unattended only within the LCAN office. If equipment must be left in an automobile, it should not be within sight or exposed to excessive temperatures.
4. Laptops and handheld devices should be connected only to secure, password-protected networks; if connecting to a Wi-Fi network if unavoidable, such as at an off-site meeting, use a VPN or disconnect as soon as possible.
5. Maintain the charge on battery-operated devices between 40% and 80% as much as practical (keeping them plugged in is better than letting them drop <40%).
6. Passwords must include alphanumeric characters and at least one symbol. Password storage must be via approved software or application. Passwords to LCAN accounts must be shared with one's immediate supervisor and/or the IT manager.
7. Links embedded in emailed correspondence should be clicked only if from a trusted source; if in any doubt, type it from scratch into a browser window.
8. Digital files stored on laptops should be backed up to the cloud (related Google Drive or provided OneDrive *and* to a provided portable, external hard drive—the passwords to which must be shared with the Executive Directors and/or IT manager.
9. LCAN business should be conducted via assigned LCAN-domain e-mail addresses, rather than personal email addresses, to facilitate sharing and protect against loss.
10. Staff must check and acknowledge, if not respond to, time-sensitive email at least once daily, Monday-Friday, unless off-duty, on vacation or on holidays.

Approved by the LCAN Board on 18 May 2023

I can, you can, Louisville CAN!

Louisville Climate Action Network
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