

Staff Computer Usage, Purchase, and Replacement Policy

Principle

The Centre for Christian Studies provides computers for the staff to carry out their work.

Practices

The work environment and technology have changed. Working from home is more common, the line dividing what is personal and work is blurred. Often, staff bring their laptops because they are familiar with the machine they already have.

Policy

In keeping with the principle that educational institutions should provide computers for staff members, the following will be the policy of the Centre for Christian Studies:

- CCS will provide staff with a computer for their work use. Operating system preferences (e.g. Windows, Mac) will be accommodated within reason.
- The principal will work with the Treasurer to decide on a budget for computer purchases on a yearly basis.
- CCS will provide up to \$1,500 per staff person for a new computer. If the staff person needs a more robust computer for social media and video editing work, CCS will provide up to \$2,000.
- Staff computers are replaced on a seven-year rotational basis.
- For the duration of their employment, staff may take their assigned computer home / away from the office as needed.
- Personal use of the school's computer is permitted within reason.
- At the end of their employment, staff may be permitted to purchase their assigned computer at a reduced cost.
- CCS does not discourage staff who bring their personal computers to work.