



TOWN OF AYER

Information Technology Acquisition Policy

Adopted by the Ayer Board of Selectmen on October 15, 2013

Purpose:

The purpose of the Town of Ayer's Information Technology Acquisition Policy is to facilitate and ensure that all Town Departments are acquiring, purchasing, procuring, operating, and disposing of all information technology hardware and software in a legal, efficient, secure, eco-friendly, and financially responsible manner with the goal of maximizing the taxpayers' funding of all Town information technology.

Scope of Policy:

The Town of Ayer Information Technology Acquisition Policy covers all Boards, Commissions, Committees, Departments, Elected Officials and Employees of the Town of Ayer. The Information Technology Acquisition Policy does not supersede and/or substitute any pertinent Federal and/or State Law.

Exempt from Policy:

Due to the unique legal and security requirements of the Ayer Police Department, the Ayer Police Department is exempt from the Information Technology Acquisition Policy.

Administration of the Information Technology Acquisition Policy:

The I.T. Systems Administrator under the direction of the Town Administrator is ultimately responsible for the administration and implementation of the Information Technology Acquisition Policy.

The Information Technology Acquisition Policy may be amended by the Ayer Board of Selectmen upon recommendation by the Town Administrator in consultation with the Town's I.T. Systems Administrator and/or I.T. Committee.

Definition of Information Technology:

For the purposes of this policy, Information Technology (I.T.) includes but is not limited to the following:

- **I.T. Hardware to include (but not limited to):** CPUs; Monitors; Printers; Scanners; Faxes; Laptops; iPads; Cell Phones; Mice; Keyboards; Projectors; Servers; Tablets; Flash drives; external hard drives and other data storage devices; and/or other devices.
- **I.T. Software to include (but not limited to):** Operating System Software; Anti-virus Software; Security Software; Programs; Web-Site Software; FB Software; and/or other software.

Acquisition of I.T. Hardware and/or Software:

The acquisition of all I.T. Hardware and/or Software by any Town entity covered under the Scope of this policy shall be in accordance with MGL Chapter 30B (State Purchasing/Procurement Law) and/or Sound Business Practices.

Any and all I.T. Hardware and/or Software acquisitions must first be requested in consultation with the I.T. Systems Administrator. The I.T. Systems Administrator has the authority to approve/revise/decline any I.T. Hardware and/or Software acquisition which is not in the best interests of the Town of Ayer.

Any and all I.T. Hardware and/or Software acquisitions must be signed off on by the I.T. Systems Administrator and the Town Administrator PRIOR to submission to the Town's Accounting Office.

No I.T. Hardware and/or Software acquisitions will be processed by the Town's Accounting Office until proper authorization from the I.T. Systems Administrator and Town Administrator.

Upon acquisition of any and all I.T. Hardware and/or Software, the I.T. Systems Administrator is authorized to ensure the proper installation and use of said hardware and/or software.

Any and all I.T. Hardware and/or Software acquired by the Town of Ayer are the sole property of the Town of Ayer. Each respective Town user is required to use the I.T. Hardware and/or Software for Town purposes only and in accordance with the manufacturer's specifications and uses.

Enforcement:

Any and all I.T. Hardware and/or Software acquired without adhering to this policy will be deemed invalid and will be sent back with all return fees; shipping fees; and/or restocking fees charged to the offending entity (Department; Board; Commission; Committee, etc.)

Disposal of all I.T. Hardware and/or Software:

The disposal of any and all I.T. Hardware and/or Software shall follow MGL Chapter 30B. Any disposals must be submitted in writing to the I.T. Systems Administrator for review and authorization. The Town Administrator (Procurement Officer) must also review and authorize the disposal of any and all I.T. Hardware and/or Software.

Disposal shall be done in a legal, responsible, secure, eco-friendly manner with any disposal costs/fees being charged to the entity disposing of the I.T. Hardware and/or Software.

Disposed I.T. Hardware and/or Software under no circumstances shall be given to any Town Employee and/or the Public.

Declaration

I have read, understand and acknowledge receipt of the Information Technology Acquisition Policy. I will comply with the guidelines set out in this policy.

Employee Signature

Date

Printed Name