

## Policy

Subject: **Provision of RCPA devices and software**  
Approval Date: December 2015  
Review Date: December 2018  
Review By: Senior Managers  
Number: 2/2015

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The Royal College of Pathologists of Australasia provides all employees with a laptop computer for the purposes of carrying out their college responsibilities and reasonable personal use (see HR Manual). The College may also provide a wireless data service, mobile phone, tablet or other personal electronic devices at the discretion of the CEO or DCEO.

The supplied device(s), sim cards and licensed software remain the property of the College at all times. When a device is provided, staff must ensure it is handled with care to avoid accidental damage by, for example, removing the protective case that the device(s) is/are delivered in. If a case or protective cover was not provided the employee should source a case or protective cover at the expense of the College.

Staff should ensure the supplied device(s) is/are treated with great care by not exposing it to:

- a) bright sunlight
- b) high relative humidity conditions
- c) moisture of any kind
- d) excess physical damage

Warranty is voided if device(s) is/are exposed to these conditions and a replacement device(s) may be charged to the employee should damage occur in this way. It is also at the discretion of the organisation to seek reimbursement for costs if your device(s) is/are stolen or lost.

A fair use policy is applied to supplied device(s) and sim card usage; however the College reserves the right to recover any excess usage charges that it identifies as breaching this fair use or deems not relevant to business use.

If the employee travels overseas for work, the IT Department must be informed so an International data pack can be applied to the service if required, to avoid excess roaming charges.

The College has licensed copies of software from a variety of publishers. Licensed and registered copies of software programs have been placed on computers within the organisation. No other copies of this software or its documentation can be made without the express written consent of the software publisher.

The use of software obtained from any other source could present security and legal threats to the organisation, and such use is strictly prohibited without approval from the College IT department.

In some cases, the license agreement for a particular software program may permit an additional copy to be placed on a portable computer or home computer for business purposes.

Employees will not make such additional copies of software or documentation for the software without the approval of the IT Department.

The unauthorised duplication of copyrighted software or documentation is a violation of the law and is contrary to established standards of conduct for the College and its employees. Employees, who make, acquire, or use unauthorised copies of computer software or documentation may be subject to immediate disciplinary action at the discretion of their manager.

The College reserves the right to protect its reputation and its investments by using internal controls where required to prevent the making or use of unauthorised copies of software. These controls may include frequent and periodic assessments of software use, announced and unannounced audits of company devices to assure compliance, and the removal of any software found on the College property for which a valid license or proof of purchase cannot be determined.

The employee can use the College supplied device(s) for personal use based on a fair use policy. The employee must be aware that any personal data on any College device will be part of the device(s) as a whole and is subject to internal controls such as backups. This data may be stored on the College infrastructure for an undetermined amount of time and as such will become part of the College property. If for any reason the device(s) become lost, stolen or inoperable, the College accepts no responsibility for the loss of this personal data.

The employee will return the supplied device(s) and all accessories in good condition, allowing for normal wear, when employment with the College terminates. Should some or all of the equipment not be returned on termination as stated the College is authorised to deduct from the final salary, the replacement value of such equipment.