



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT OF
ROADS AND TRANSPORT**

Laptop Notebook, Computer Equipment and Peripheral Policy

1. Purpose

- 1.1 Computer literacy is a key basic skill required of employees at almost all levels in the Limpopo Department of Roads and Transport (LDRT). Consequently, every employee is expected to have a certain amount of skill and knowledge in the use of a personal computer and to consequently acquire or develop an information literacy skill. Those who lack computer literacy and information literacy skills should be enrolled on learning programmes facilitated by Human Resource Development (HRD).
- 1.2 The LDRT, as an employer, is responsible for and is committed to providing members of its staff with a desktop personal computer (PC) or laptop notebook computer for the performance of their duties, for the execution of managerial instructions, for communication purposes in and outside the office and for effective service delivery. The LDRT therefore provides a desktop personal computer on requisition through the normal procurement process. However, a notebook PC is not a standard piece of office equipment, and special procedures therefore apply before the normal procurement process is followed.
- 1.3 The purpose of this policy is thus to provide guidelines in the provision and allocation of desktop computers, laptops and peripherals for use by employees as a work facility. No employee is to have a desktop computer and a laptop, except the MEC, HOD and any other persons that has approval from the HOD, to have both a laptop and a desktop computer.

2. Allocation of Equipment

2.1 Laptop or Notebook Computer

- 2.1.1 Laptops are provided to the MEC, HOD, members of the Senior Management Service and Managers as a standard work tool/facility.
- 2.1.2 Employees who carry out secretarial duties for high level management committees such as the Top Management meetings.
- 2.1.3 Employees that do not fall into the category as stated in the above-mentioned point 2.1.1 and 2.1.2 may be issued with laptops. Laptops may only be issued to such employees provided that the responsible General Manager's of such employee's submit written motivations for the required laptop.
- 2.1.4 The motivation must be submitted to the GITO, who will then consider the request. Approval can only be granted by the GITO and no deviations will be allowed unless such a function has been delegated by the GITO.

2.2 Desktop Computers

- 2.2.1 Desktop computers are provided to employees (including in-service students)

who are (office bound by the very nature of their jobs) employed by the department in relevant posts of administrative, financial and office management duties as a standard work tool.

- 2.2.2 Cleaners, labourers and general workers may also be issued with desktop computers, which will be for shared use amongst themselves. These posts do not require such employees to work full time on desktop computers, but the facility will enable these employees to access their email, internet and general word processing functions which may be required.
- 2.2.3 Clause 2.2.2 will also be applicable to employees that seldom require the sole use of a desktop computer.

2.3 Printers, Memory Sticks and other Peripherals

- 2.3.1 Stand alone desktop printers and memory sticks will be issued to the MEC, HOD, SMS Members, and Managers as a standard work tool/work facility.
- 2.3.2 Stand alone printers may be issued to employees working in Finance, Procurement, Human Resource Management and Budget sections.
- 2.3.3 Employees working with confidential information e.g. Tender Office, Labour Relations, Job Evaluation, etc. may also qualify for a stand alone desktop printer, provided that their respective Senior Manager's submit a motivation for such request. The request must be made in writing to the GITO for consideration.
- 2.3.4 Employees that do not qualify for a stand alone desktop printer will be connected to a network printer closest to their office. The ratio of connecting users to a network printer is that every 10 users will be connected to 1 network printer. These printers are high end and are meant for network printing tasks. Printing costs are reduced when users share network printers.
- 2.3.5 All printers that are purchased will be laser technology printers (black), and depending on the job functions and type of printing required, a colour laser printer may be purchased.
- 2.3.6 Memory sticks may be supplied to employees provided that the employee's respective Senior Manager's submit a written request to the GITO for consideration.
- 2.3.7 Plotters, scanners and digital camera's may be purchased for employee's that require them. A written request must be sent to the GITO, outlining the need for such a device by the respective Senior Manager.
- 2.3.8 Multi-function centers (MFC) may be purchased for all SMS Members. Offices excluding head office may also be supplied with such a device but is limited to 1 per office.

- 2.3.9 Data projectors may be issued to directorates that use them frequently. Data projectors may only be issued to such directorates provided that the responsible Senior Manager submits in writing to the GITO, the need for such a request. The Senior Manager must nominate an employee that will be responsible for such equipment.

3. Custodianship of Equipment, Usage and Security

- 3.1 All equipment belongs to the department and not to any employee. When equipment is assigned, it is assigned to an employee in a particular post. The employee occupying that post is the responsible person for that particular equipment that has been assigned to that post until such time the employee resigns, transferred to another post, etc.
- 3.2 Employees that have been allocated laptops, memory sticks, digital cameras or any other mobile device must take the utmost care in preventing theft, damage or loss of the equipment.
- 3.3 In the unfortunate instance where any equipment has been stolen, the responsible employee must report the matter to the South African Police Services (SAPS) within 24 hours. The case number and a report detailing the incident must then be submitted to Security and Risk Management and to Asset Management. Equipment that is lost must be reported to Asset Management and the GITO in writing within 48 hours.
- 3.4 If any equipment is lost/stolen due to the employee's negligence (leaving the equipment in an unlocked office, visible areas in motor vehicle, not locked to workstation, etc.), or damaged (broken laptop screens, keyboards, etc) due to mishandling, the employee shall make good the loss financially.
- 3.5 If the loss is incurred within 12 months of allocation of the equipment, the value shall be equal to the replacement value of new equipment of the same make and type. If the loss is incurred after 24 months of allocation of the equipment, then the depreciation value shall be taken into account when determining the value of the equipment.
- 3.6 Any deviation from this can only be made in writing by the Head of Department.
- 3.7 No person other than the employee may have access to the computer equipment. The exceptions are Network Administrators and 3rd party contracted support service providers.
- 3.8 No employee may use any of the government issued equipment for financial gain.
- 3.9 Employees are encouraged to handle all equipment with care and respect for

government property. Mobile equipment should be transported in their appropriate carry bags. Regular cleaning should also be done by the employee that has been issued with such equipment. This should be enforced by the employee's respective supervisors. If there is any evidence of an employee deliberately damaging equipment, then clause 3.5 will be enforced. It is the responsibility of each employee to care for the equipment that has been assigned to him/her.

- 3.10 All desktop computers and laptops are to be locked with a Kensington locking device which makes the equipment hard to steal and move away from the desk that it has been fixed to. The GITO shall be responsible for providing employees with such locking devices.

4. Replacement of Equipment

- 4.1 The general trend in replacing laptops and desktop computers is every 36 month period. The department has also opted to follow this as IT Best Practices. Only equipment that is dysfunctional will be replaced before the 36 month period.
- 4.2 Redundant equipment will be sent for refurbishing and donated to a public institution or sold (in line with the Supply Chain Management (SCM) disposal principles).
- 4.3 Printers will be replaced every 54 months. Only dysfunctional or unsuitable printers will be replaced before the 54 month period.

5. Requisition of Equipment

- 5.1 Equipment requisitions must be made in writing by the respective Senior Manager's to the GITO, briefly describing the reason for the equipment, the employee that will be using the equipment and the location of the equipment, before the requisition could be considered. **No verbal requests for equipment will be processed.**

6. Transfer of Equipment

- 6.1 An employee who vacates or relinquishes a position by virtue of which she or he had been allocated specific computer equipment must hand over the equipment to Asset Management.
- 6.2 The employee must ensure that they receive acknowledgement of receipt on handing-over of the equipment to Asset Management.
- 6.4 No employee shall move or transfer equipment from one office to another or one location to another without properly informing Asset Management. Only after Asset Management has done the proper entries in the asset register, then only will the GITO assist in configuring such equipment for an employee

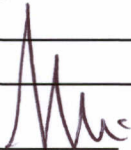
8. General

- 8.1 Employees are to collect all equipment that has been approved by the GITO, from the department stores. The serial numbers, make, model and asset tags must be recorded in the asset register before any equipment is issued to an employee. The employee collecting the equipment must sign the stores register to acknowledge receipt of such equipment.
- 8.2 Employees are advised to ensure the security of their assigned equipment. Special care must also be given in the daily use of the equipment.
- 9.3 Computers and laptops must be shutdown after the employee has finished work at the close of business. This gives the equipment a chance to cool down and refresh its memory.
- 9.4 This policy should be applied in line with all relevant departmental ICT policies.
- 9.5 Each employee should have either a hard copy or electronic soft copy of this policy as a reference and guide. The policy can also be obtained from the Government Information Technology Office (GITO)

10. POLICY REVIEW

The policy will be reviewed annually and where need arises.

ENDORSED



HEAD OF DEPARTMENT

18/02/09

DATE

Note: This policy document is a blue print of the original policy that was approved by MEC Justice Piitso on 04.06.07.