



# Management of Information Systems

July 2007

## Spirit Lake Tribe Policy for Software and Hardware





**SPIRIT LAKE TRIBE  
RESOLUTION NO. A05-08-003**

**WHEREAS**, the Spirit Lake Tribe of Indians is a federally recognized Indian tribe acting under a revised Constitution dated May 5, 1960, approved by the Acting Commissioner, Bureau of Indian Affairs, July 14, 1961, and as subsequently amended which amendments were approved by the Commissioner, Bureau of Indian Affairs; and August 19, 1996; and

**WHEREAS**, the Constitution of the Spirit Lake Tribe generally authorizes and empowers the Spirit Lake Tribal Council to engage in activities on behalf of and in the interest of the welfare and benefit of the Tribe and of the enrolled members thereof; and

**WHEREAS**, the Management of Information Systems Department is a new department within the Spirit Lake Tribe; and

**WHEREAS**, Internet access is provided to all Spirit Lake Tribe computer system users as a resource to directly facilitate their work; and

**WHEREAS**, the Spirit Lake Tribal Council has received and reviewed the Policy for Personal use of IT Resources and Policy for Software and Hardware, submitted by Mr. Marshall DeMarce, MIS Director.

**NOW THEREFORE BE IT RESOLVED**, that the Spirit Lake Tribal Council hereby approves the Policy for Personal Use of IT Resources and Software and Hardware, submitted by MIS Director Marshall DeMarce.

**BE IT FURTHER RESOLVED**, that the MIS Department will develop the guidelines and/or policies for use of Information Technology Resources; maintain established guidelines and policies; develop the criteria for Information Technology Resources ; manage and oversee the overall operations of the SLT Network, Hardware, Software and IT Resources (see attached reference dated October 9, 2007 to Directors and Staff).

**BE IT FINALLY RESOLVED**, that the Tribal Chairperson and Council, based on recommendations from the MIS Director, will be the final authority within the Tribe to resolve any conflicts over use of Tribal IT resources.

**C E R T I F I C A T I O N**

I, the undersigned as Secretary-Treasurer of the Tribal Council, do hereby certify that the Tribal Council is composed of six (6) members of whom five (5) were present, constituting a quorum for a Special Meeting duly called and convened on this 1<sup>st</sup> day of OCTOBER, 2007, and approved this resolution by an affirmative vote of three (3) in favor, none (0) opposed, and one (1) absent. (the Secretary-Treasurer does not vote and the Chairman votes only in case of a tie.)



**Brian Pearson**  
Secretary-Treasurer



**Myra Pearson**  
Chairperson



## **Introduction**

Since the MIS department is a new department within the Spirit Lake Tribe there has been no policy created to manage the use of Software and Hardware standards of the Spirit Lake Tribe.

The purpose of this document is to establish policy regarding Software and Hardware of Information Technology (IT) Resources within the Spirit Lake Tribe (SLT).

The guidelines contained in this Tribal document apply to all Tribal departments and programs utilizing the SLT IT Software and Hardware, network telecommunications, either Wide-Area-Network (WAN) or Dial-Up, including the personnel, equipment, procedures and technologies that are employed in managing these activities.

The MIS Department will develop the guidelines and/or policies for Software and Hardware; maintain established guidelines and policies; develop the criteria for Software and Hardware; and manage and oversee the overall operations of the SLT Network, Software and Hardware Resources. The Tribal Chair and Council, based on recommendations from the MIS Director, will be the final authority within the Tribe to resolve any conflicts over use of Tribal IT Software and Hardware.



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# **Software/Hardware Policy**

## **Acceptable use**

This section defines the boundaries for the “acceptable use” of the Tribe’s electronic resources, including software, hardware devices, and network systems. Hardware devices, software programs, and network systems purchased and provided by the Tribe are to be used only for creating, researching, and processing of Tribe-related materials. By using the Tribe’s hardware, software, and network systems you assume personal responsibility for their appropriate use and agree to comply with this policy and other applicable Tribal policies, as well as federal laws and regulations.

## **Software**

All software acquired for or on behalf of the Tribe or Tribal Program or developed by Tribal employees or contract personnel on behalf of the Tribe is and shall be deemed Tribal property. All such software must be used in compliance with applicable licenses, notices, contracts, and agreements.

## **Purchasing**

All purchasing of software shall be centralized within the Management of Information Systems (MIS) department in cooperation with Property & Supply to ensure that all applications conform to Tribal software standards and are purchased at the best possible price. All requests for software must be submitted to the Supervisor/Director for that department for approval. The request must then be sent to the MIS department, which will then determine the standard software that best accommodates the desired request.

## **Licensing**

Each employee is individually responsible for reading, understanding, and following all applicable licenses, notices, contracts, and agreements for software that he or she uses or seeks to use on Tribal computers. Unless otherwise provided in the applicable license, notice, contract, or agreement, any duplication of copyrighted software, except for backup and archival purposes, may be a violation of federal and state law. In addition to violating such laws, unauthorized duplication of software is a violation of the Tribe’s Software/Hardware Policy.

## **Software standards**

The following list shows the standard suite of software installed on Tribal computers (excluding test computers) that is fully supported by the MIS department:

- Microsoft Windows 2000, XP Pro, Vista
- Microsoft Outlook 2000, 2003
- Microsoft Office 2000, XP, 2003, 2007 (Access, Excel, PowerPoint, Publisher, Word)
- Corel WordPerfect Suite
- OpenOffice
- Microsoft Internet Explorer 6.0, 7.0
- Adobe Acrobat Reader 7, 8
- WinZip 9 or other
- Symantec Antivirus software

Employees needing software other than those programs listed above must request such software from the MIS department. Each request will be considered on a case-by-case basis in conjunction with the software-purchasing section of this policy.

## **Outside software**

No outside software may be installed onto the Tribe's computer system without the MIS department's written permission.

## **Hardware**

All hardware devices acquired for or on behalf of the Tribe or Tribal Programs by employees or contract personnel is and shall be deemed Tribal property. All such hardware devices must be used in compliance with applicable licenses, notices, contracts, and agreements.

## **Purchasing**

All purchasing of Tribal computer hardware devices shall be centralized within the MIS department in cooperation with Property & Supply to ensure that all equipment conforms to the Tribe's hardware standards and is purchased at the best possible price. All requests for computing hardware devices must be submitted to the Supervisor/Director for that department for approval. The request must then be sent to the MIS department, which will then determine standard hardware that best accommodates the desired request.

## Hardware standards

The following list shows the standard hardware configuration for Tribal computers (excluding test computers) that are fully supported by the MIS department:

- Desktops
  - Desktops will be provided to employees who work primarily from the office.
  - INTEL E4300 CORE 2 DUO 1.66GHZ PROCESSOR
  - AGP video card with 64 MB RAM
  - 1.44M 3 ½" floppy drive (A:)
  - 80-GB IDE or SATA hard drive single NTFS partition (C:)
  - 40x or faster speed CD-ROM drive (E:)
  - 10/100 PCI Ethernet card
  - 2 USB ports
  - Sound card
  - Speakers
  - Standard 102-key English keyboard
  - Wheel mouse
  - All applicable cables
  - Surge suppressor
- Laptops
  - Laptops will only be provided to employees required to frequently work away from the office.
  - 1.8-MHz Intel Pentium M Processor
  - 1-GB SDRAM
  - Video card with 64 MB RAM
  - 1.44M 3 ½" floppy drive (A:)
  - 80-GB hard drive single NTFS partition (C:)
  - 40x or faster speed CD-ROM Drive (E:)
  - 10/100 PCI Ethernet card
  - 56K V.90 modem
  - 1 USB port
  - Sound card
  - Speakers
  - Standard 102-key English keyboard
  - Wheel mouse
  - All applicable cables
  - Surge suppressor
- Monitors
  - Monitors will be provided for both desktop and laptop systems.
  - 17-inch or 19-inch monitor, depending on job requirements
- Printers

- Employees will be given access to appropriate network laser printers. In some limited cases, employees may be given local printers if deemed necessary by the Supervisor/Director and MIS department.

Employees needing computer hardware other than what is stated above must request such hardware from the MIS department. Each request will be considered on a case-by-case basis in conjunction with the hardware-purchasing section of this policy.

## **Network**

The SLT network will consist of one or more servers to handle applications, logons and computer/network policies. All offices within the Community Center (Blue Building) will be connected to one local area network. The MIS department will be wiring all offices within the Blue Building to connect to the SLT network. The only exception to this section of the policy is the BIA offices of the Blue Building.

## **Outside equipment**

No outside equipment may be plugged into the Tribe's or Tribal Program's network without proper documentation of the Tribe's or Program's ownership such as an Invoice and/or Purchase Order Request and the MIS department's written permission.

## **User Accounts**

To reduce the risk of viruses and spyware and outside access to the Tribe's computers and network the MIS department will assign a User Name and password to each computer assigned to employees. The User account will have limited control over the computer. The Administrator account for the computers will be assigned to be used by the MIS department staff. Multiple accounts will be setup if more than one employee is assigned to a computer.

## **Violations and penalties**

Penalties for violating the Software/Hardware Policy will vary depending on the nature and severity of the specific violation. Any employee who violates the Software/Hardware Policy will be subject to:

- (i) Disciplinary action as described in the Tribe's employee handbook, including but not limited to reprimand, suspension, and/or termination of employment.
- (ii) Civil or criminal prosecution under tribal and/or federal law.

**Things to keep in mind:**

User ID's and passwords will be assigned to all users. Tribal employees/contractors may use passwords only in the performance of their official duties. Employees/contractors may not disclose any User ID's and passwords to anyone for any reason. Employees/contractors will be held accountable for all work performed on or changes made to the system/databases under their User ID's and passwords. Employees/contractors will not allow anyone else to access any of the above designated computer systems, or through them, to any other computer system, using their User ID's and passwords.



## Acknowledgment of Software/Hardware Policy

This form is used to acknowledge receipt of and compliance with the Tribe's Software/Hardware Policy.

### Procedure

Complete the following steps:

1. Read the Software/Hardware Policy.
2. Sign and date this form in the spaces provided below.
3. Return this page only to the MIS department staff.

### Signature

By signing below, I agree to the following terms:

- (i) I have received and read a copy of the Software/Hardware Policy and understand and agree to the same.
- (ii) I understand and agree that any software and hardware devices provided to me by the Tribe remain the property of the Tribe.
- (iii) I understand and agree that I am not to modify, alter, or upgrade any software programs or hardware devices provided to me by the organization without the permission of the MIS department.
- (iv) I understand and agree that I shall not copy, duplicate (except for backup purposes as part of my job), or allow anyone else to copy or duplicate any software.
- (v) I understand and agree that if I leave the Tribe for any reason, I shall immediately return to the Tribe the original and copies of any and all software, computer materials, or computer equipment that I may have received from the Tribe that is either in my possession or otherwise directly or indirectly under my control.
- (vi) I understand and agree I must make reasonable efforts to protect all Tribal-provided software and hardware devices from theft and physical damage.

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Employee Signature

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Employee Name print

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Employee Title

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Date

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Department/Program