

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13 2017
Chapter:	Code of Ethics	Page(s):	1
Subject:	Outside Computers	Revised Date:	Sept 8, 2018
			Sec 1, 3N
		Reviewed:	Aug 2, 2018

OUTSIDE COMPUTERS

1. It is not permitted to connect (plug) Computers that do not belong to NLLS (i.e. home computers, visitors, contractors, etc.) Exception will be the need to use the Internet for reasons of training or presentations. In this case the owner of the external computer should demonstrate that their computer is free of viruses (Proof of current and updated virus software and last scan results). Employee(s) must consult IT Personnel before connecting the external computer.

NLLS Executive Board Chair

Sept 8, 2018
Date of Approval