**TECHNOLOGY POLICIES**

**SECTION 1: TECHNOLOGY**

**POLICY 4: HARDWARE**

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| **Policy Rationale** | This policy sets expectations, obligations and acceptable use practices for purchasing computer hardware for the [organisation].It ensures that all computer hardware technology purchased for [organisation] are appropriate, provides value for money and does not affect the integrity of the [organisation]’slocal area network. |
| **Policy**  | If you are unsure on how to complete this policy document, please consult NZ Sport, who can provide guidance. Remove this line once the policy is updated.Hardware Purchase The purchase of computer hardware includes [insert names of devices here, such as notebooks, laptops, tablets etc.]The computer hardware purchased must run a [insert relevant operating system here e.g. Windows 10] The computer hardware purchased must be [insert manufacturer type here, such as HP, Dell, Acer, etc.].The minimum capacity of the computer hardware must be:* [insert speed of computer size (GHz -gigahertz) here]
* [insert memory (RAM) size here]

All purchases of all computer hardware must be supported by [insert guarantee and/or warranty requirements here] and be compatible with the [organisation]core applications.All computer hardware must have antivirus and backup solutions installed.ResourcesLink to [organisation] handbook |
| **Review Protocol** | Policy Owner:Policy Reviewed By: Date Reviewed: Next Review Date:  |