SOFTWARE AND HARDWARE POLICY

ITEC International Ltd (ITEC Ltd)
Tel +250 788620612
Email: info@itec.rw
Website: www.itec.rw
Rwanda

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SOFTWARE AND HARDWARE POLICY

1. Purpose

The purpose of this policy is to define standards and procedures for the acquisition, deployment, use, and maintenance of software and hardware assets at ITEC Ltd. The goal is to ensure all systems are secure, efficient, legally compliant, and properly supported.

2. Scope

This policy applies to:

- All employees, contractors, interns, and third-party users.
- All computing devices, peripherals, and software owned or operated by ITEC Ltd.
- On-premises and cloud-hosted software or infrastructure.

3. Hardware Policy

3.1. Procurement

- All hardware purchases must be approved by the IT Department.
- Employees are not permitted to buy or connect unapproved devices (e.g., personal USB drives, laptops) to the company network.

3.2. Hardware Issuance

- The IT Department will issue standard hardware based on job role (e.g., desktop, laptop, monitors, peripherals).
- An asset tag and inventory record will be assigned to each device.
- Users must sign an **IT Asset Acknowledgment Form** upon receiving equipment.

3.3. Usage and Maintenance

- Users must take reasonable care of hardware and report damage or malfunctions promptly.
- Unauthorized hardware repairs or modifications are not allowed.
- All hardware must be protected with endpoint security software and kept up to date.

3.4. Return and Disposal

- All company-issued hardware must be returned upon termination or reassignment.
- Hardware disposal must follow secure data wipe and e-waste recycling procedures in accordance with environmental regulations.

4. **Software Policy**

4.1. **Software Acquisition**

- All software purchases must go through the IT Department for approval and licensing validation.
- Open-source software must be reviewed for license compliance and security risks.

4.2. **Licensing and Compliance**

- All software must be legally licensed and documented.
- Unauthorized copying, distribution, or installation of software is strictly prohibited.
- Software audits may be conducted periodically to ensure compliance.

4.3. **Installation and Updates**

- Only IT-approved software may be installed on company devices.
- Users must not install or download software without IT approval.
- The IT Department is responsible for regular software patching and updates.

4.4. **Cloud and SaaS Applications**

- Use of cloud-based applications (e.g., Google Workspace, Microsoft 365, project management tools) must be approved by IT for data protection and integration.
- Shadow IT (using unapproved third-party tools) is prohibited.

4.5. **Prohibited Software**

- The hacking tools, unauthorized remote desktop software, cryptocurrency miners, and pirated applications are strictly forbidden.

5. **Bring Your Own Device**

- Personal devices used for work must be registered with IT.
- Access to company systems from personal devices requires endpoint security, and compliance with data protection standards.
- Company data must never be stored unencrypted on personal devices.

6. Security and Monitoring

- All software and hardware are subject to monitoring for compliance, performance, and security.
- Any misuse of IT resources may lead to disciplinary action, including device confiscation or termination.

7. **Responsibilities**

User	Use hardware/software responsibly and report issues.
IT Department	Manage procurement, configuration, updates, licensing, and inventory.
Managers	Ensure employees comply with IT usage policies.

8. **Enforcement**

Violation of this policy may result in:

- Loss of access to IT resources.
- Disciplinary action up to and including termination.
- Legal action in the event of software piracy or data breaches.

9. Review and Updates

This policy will be reviewed annually or upon changes in business operations, technology, or legal regulations.

Acknowledgment

By using ITEC Ltd hardware and software, you acknowledge that you have read, understood, and agree to comply with this policy.

SIGNED BY ITEC LTD
Name: TWAGIRAMUNGU Serge
Title: Managing Director

Effective Date: April 30,2025
Review Date: April 30,2025