

PC Program Policy #18: Technology Equipment

Purpose: *The purpose of this policy is to establish clear expectations for the issuance, use, care, and security of technology equipment assigned to Peer Counselors (PCs). This policy ensures the confidentiality of client information, protects state-owned devices from misuse or damage, and supports secure, consistent access to digital systems necessary for job duties.*

1. Technology Equipment Issuance

- Each PC will be issued a Hewlett-Packard (HP) Laptop for work-related purposes only.
- The laptop may not be used by family members or friends.
- The PC must sign the Peer Counselor HP Computer Consent Form, provided by the LPCC.

2. Login Credentials and Access

- Due to the unique set up of the NM WIC PC program, PCs will receive a preassigned user name and password for computer login.
- After logging into the HP Laptop, PCs must access their assigned Google Workspace account using their @nmwic.org email with Google password.
- PCs may use Google Chrome (preferred) or Microsoft Edge to access their @nmwic.org email.
- PCs must not set up, sign into, or sync a Microsoft OneDrive account on any NM WIC PC Program issued device. Use of OneDrive is not permitted.

3. Security Measures

- PC's are responsible for maintaining the confidentiality of their login credentials.
- PCs must lock their screen when stepping away from the laptop.
- When the HP laptop is not actively in use, it must remain locked, powered on and connected to Wi-Fi so that important updates can be installed.

4. Data Storage and Security:

- Client information must not be saved to the laptop's hard drive under any circumstances.
- All client files, folders, and documentation must be stored only within the designated "Clients" folder in Google Workspace.
- Personal files, photos, or documents must not be stored on the HP laptop.
- PCs must follow all NM WIC PC Program confidentiality requirements and WIC privacy standards.

5. Equipment Care and Responsibilities

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- PCs are responsible for the proper care, cleanliness, and safe handling of all issued technology.
- Devices must be protected from spills, heat, pets, children, and other potential damage.
- Any loss, theft, malfunction, or damage must be reported to the Local Peer Counselor Coordinator (LPCC). The LPCC will notify the Peer Counselor Manager and/or the WIC Breastfeeding Manager.

6. Prohibited Behavior

- Sharing the HP laptop with non-authorized individual
- Saving personal or client data to the device hard drive
- Installing unauthorized software or programs
- Disabling security settings by bypassing access or controls
- Using the device for personal entertainment or non-work related purposes.

7. Return of Technology Equipment

- All technology equipment must be returned for the following reasons:
 - Replacement of equipment
 - Equipment is no longer working
 - Upon contract termination and before the final paycheck can be issued.
- PCs must return all technology equipment in clean and in good working condition, free of excessive dirt, stickers, or damage beyond normal wear and tear and in its original packaging.
- PC must complete the Peer Counselor HP Return Form, provided by the LPCC.



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