

# 301 General Provisions

## 301 GENERAL PROVISIONS

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### 301.1 Scope:

This Policy applies to laptop use and requests for use by Catholic Center employees.

### 301.2 Purpose:

This Policy provides guidelines for users to request, obtain, and use a laptop.

### 301.3 Procurement:

The Division of Information Technology approves and procures all Archdiocesan hardware and software technology purchases.

### 301.4 Enforcement:

The Director of Information Technology shall enforce this Policy. Any employee found to have violated this Policy may be subject to disciplinary action, up to and including termination of employment.