

## 2.3 - Computer Maintenance

1 **Purpose:** It is the purpose of this policy to outline the maintenance routines for equipment owned or  
2 leased by the Foundation for Osteopathic Emergency Medicine (FOEM) as well as the actions required  
3 by Foundation staff to ensure the integrity and safety of information pertinent to the operation of it.  
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### Required Procedures

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7 The required procedures outlined below will be the responsibility of the Foundation staff or  
8 Management Company to ensure that these actions are being done on a weekly basis.  
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10 **File Maintenance:** Files contained on computers, tablets and other electronic devices must be stored on  
11 a secure server and routinely backed up on either a remote device that is kept off-site for security, e.g.  
12 off-site server, or a secondary hard drive that can be securely maintained in the event of an emergency.  
13 Back up should include both files and programs, including financial software.  
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15 **Security Software:** Foundation equipment must contain appropriate software that is updated and  
16 maintained to prevent spam, viruses and other destructive programs from infecting Foundation files and  
17 material. Such software should be initialized to conduct automatic updating and scanning of any  
18 incoming and outgoing emails, ensure the protection of the user from opening infected webmail or  
19 websites and allow for manual scanning for virus by Foundation employees.  
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21 **Security Procedures:** Foundation computers should be password protected to prevent unauthorized  
22 personnel from viewing, altering or otherwise damaging files. It is recommended that all desktop  
23 computers be secured at the end of the workday by closing programs at the end of the day or when  
24 away from their workplace for extended periods. All equipment should be turned off on weekends and  
25 during extended absences from the office.  
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27 Questions regarding computers should be addressed to appropriate personnel.  
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