PURPOSE

This policy is to inform the user community about the procedures and requirements for installing or maintaining computer labs on the OSU Institute of Technology (OSUIT) campus or network.

SCOPE

This policy applies to all computer labs hosted or supported by OSUIT.

POLICY

1.01 All OSUIT computer lab workstation configurations must be compatible with Computer & Information Services (CIS) supported hardware and software and must be approved by CIS.

1.02 CIS must install all of the software on each machine to ensure it is properly licensed, compatible with the network, and is configured properly.

PROCEDURES

2.01 Scheduling upgrades/new installations

Scheduling lab workstation upgrades or new installations must be coordinated through CIS. The Director of CIS will designate and publicize a due date for lab upgrade/installation requests every semester. Typically, this due date follows the schedule of at least two months advance notice for upgrades and at least three months advance notice for new installations/orders. All requests must include the following:

- Location of machines (current or future)
- Software list
- Account number to be charged
- Date needed
- Plans for old computers - transferred or refurbished to use elsewhere (if new installation)
2.02 Configuration Protection

All computer lab workstations must have Centurion Guard software or similar non-persistence software, as approved by CIS, installed to ensure effective protection and functionality of the machines. Exceptions to this policy must be requested in writing to the Director of CIS and the Executive Vice President. Tampering with, altering, or disabling this software may result in suspension of computing privileges and will degrade the performance of the workstations.

2.03 Altering Configurations

Workstation configurations should not be altered without prior consent from CIS. Altering lab workstation configurations without consent from CIS may result in prolonged downtime of the lab.

2.04 Physical Security

Unit leaders will create and promote internal unit policies outlining procedures to prevent or minimize the risk of theft of university assets from classrooms and labs.