

OSU INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES

**Computer Lab Workstation Installation,
Configuration and Security**

**6-007
TECHNOLOGY SERVICES
December 2019**

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, physical or virtual, hosted or supported by OSUIT.

POLICY

- 1.01 All OSUIT computer lab workstation configurations must be compatible with Technology Services (TS) supported hardware and software and must be approved by TS. To ensure compatibility and support of newer software, lab computers must be under four years old.
- 1.02 TS must install all 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 TS. The Associate Vice President of Technology 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)

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2.02 Configuration Protection

All computer lab workstations must have non-persistence software, as approved by TS, installed to ensure effective protection and functionality of the machines. Exceptions to this policy must be requested in writing to the Associate Vice President of Technology Services. 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 TS. Altering lab workstation configurations without consent from TS 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.

Approved: February 2006
Revised: July 2009
Revised: April 2013
Revised: July 2016
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