

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY  
POLICY & PROCEDURES LETTER

<b>Computer Lab Workstation Installation and Configuration</b>	<b>6-007 INFORMATION TECHNOLOGIES July 2009</b>
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PURPOSE

The Computer Lab Workstation Installation and Configuration policy's purpose is to inform the user community about the procedures and requirements for installing and/or maintaining computer labs on the Oklahoma State University Institute of Technology campus and/or network.

SCOPE

This policy applies to all computer labs hosted or supported by Oklahoma State University Institute of Technology.

POLICY

- 1.01 All Oklahoma State University Institute of Technology 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 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)

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2.02 Configuration Protection

All computer lab workstations must have Centurion Guard devices (or similar devices, as approved by CIS) installed to ensure effective functionality of the machines. Exceptions to this policy must be requested in writing to the Director of CIS and the Executive Vice President for Academic Affairs. Tampering with, altering, disabling, or destroying these devices may result in suspension of computing privileges.

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.