Computer Equipment Use Policy

Summary

All computer equipment acquired by or on behalf of CSU, or developed by CSU employees or students is CSU property. As such, users may only use CSU property for academic or CSU business purposes. In addition, users must adhere to all CSU and USG\BOR policies, applicable licenses, notices, contracts, and agreements. UITS' goal is to provide a secure, usable, and stable computing environment that facilitates the achievement of the University mission and goals.

Purpose

The purpose of this policy is to designate the appropriate and safe use of university-owned computer equipment and define standards that ensure uniformity in the setup, configuration, and support of all campus computers. Computer equipment includes desktop, laptop, and mobile computers, printers, scanners, and any other CSU owned devices that interface with the CSU network.

Policy

- UITS is the only entity authorized to install, transfer between departments computer equipment.
- Computer equipment must meet certain minimum hardware requirements.
- Computer installations must occur on CSU property. A member of the CIO Staff must approve exceptions.
- Users may request installation of CSU-licensed specialized software and requires proof of CSU purchase or licensing. Individually owned software may not reside on CSU equipment.
- Computer equipment must have surge protectors installed\connected to protect against possible damage from electrical hazards.
- Users may not remove CSU computer equipment (other than mobile computers) from campus without pre-approval from the Executive Director of IT Services or designee.
- CSU computer equipment cannot be loaned out or given away.
- Users may not dispose of computer equipment. *Refer to section 4.0 below*
- Users must turn in unwanted computer equipment to UITS for redistribution or disposal.
- Users may not connect personal equipment to any CSU computer, computer equipment, or the CSU network without prior approval.

Procedures and Responsibilities

- Users must submit a request via eQuest for each computer equipment or software installation. The request must be in the name of the person who will use the equipment and must identify the location of data files that UITS should transfer to the new computer.
- Users must provide UITS with the PO and packing slip to assure proper receipt of all items. UITS is responsible for assuring that the delivered equipment meets the ordered specifications.
- Users must indicate the exact location for equipment placement. The site must be well ventilated and within six feet of an accessible electrical outlet and network connection.
- Users must notify UITS if they remove any computer equipment, for any reason, from its current location. Computer equipment includes the case, monitor, mouse, keyboard, printer, scanner, cdrom/dvd drives, and any other equipment that is internal or external to the computer.
- Disposal procedures are handled between UITS and Plant Operations Services.

Related USG Policy

7.12 Appropriate Use Policy for Information Technology (IT) Resources

Last Update

4/11/2014

Responsible Authority

Chief Information Security Officer