

Columbus State University Computer Equipment Installation Policy

Revised 6/19/2006

1.0 Background

The CSU network consists of over 2,500 computers located in nearly all buildings on two campuses, as well as in outlying facilities. CINS is responsible for maintaining all campus computers and supporting their use by approximately 800 faculty and staff users and over 7,000 students. CINS' goal is to provide a secure, usable, and stable computing environment that facilitates the achievement of the University mission and goals.

2.0 Purpose

The purpose of this policy is to define standards that ensure uniformity in the setup, configuration, and support of all campus computers.

3.0 Policy

- CINS is the only entity authorized to install computer equipment.
- Computer equipment must meet certain minimum hardware requirements.
- Computer installations must occur on CSU property. The CINS Director may approve exceptions.
- Each computer installation must include a standard package of software applications. See list below.
- Users may request installation of CSU-licensed specialized software. See list below. The installation of any other software requires proof of CSU purchase or licensing. Individually owned software may not reside on CSU equipment.
- All software media must be stored in CINS.
- Configuration standards include operation under restricted local user rights. See [Local User Security Policy](#).
- Software and hardware peripherals transferring to a new computer must meet current standards.

4.0 Procedures and Responsibilities

- Users must submit a request via RemedyWeb 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 CINS should transfer to the new computer.
- Users are responsible for having the new equipment onsite and *unopened*. Only CINS technicians may open boxes and set-up computer equipment.
- Users must provide CINS with the PO and packing slip to assure proper receipt of all items. CINS 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. The user must provide a surge protector.
- CINS is responsible for backing up and transferring identified data files to the new computer. CINS stores the files for two weeks, during which time the user should verify that all files are present on the new computer.
- CINS is responsible for taking possession of any used equipment (unless otherwise indicated in the request) and refurbishing it before redistributing it to another user.

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Standard Software Package:

- Adobe Acrobat Reader
- Banner/Main Menu
- Internet Explorer
- McAfee Virus Protection
- Microsoft Office
 - Access
 - Excel
 - FrontPage
 - PowerPoint
 - Publisher
 - Word
- Mozilla FireFox
- Power Archiver (Zip Program)
- Quick Time
- Real Player
- SpyBot Anti-Spyware
- Windows Media Player
- Drivers and utilities for any special hardware such as CDRW/DVD drives, Zip drives, Scanners, Printers, Digital Cameras, PDAs, etc.

Specialized Software:

- AutoCad
- AdAstra
- BlackBaud
- Crystal Reports
- EDU Express
- PeopleSoft
- Quark
- SPSS
- Other unique academic programs