California State University, Fresno Association Inc.

Software/Hardware Policy

Introduction

The presence of a standard policy regarding the use of software and hardware will: (a) enhance the uniform performance of the Management Information Services Department (MIS) in delivering, implementing, and maintaining software and hardware suitable to the business needs of the California State University, Fresno Association, Inc. (“Association”), as well as other auxiliary organizations to which MIS provides service, and (b) define the duties and responsibilities of Association employees (and employees of other auxiliaries with whom the Association provides services) who use the aforementioned software and hardware in the performance of their job duties.

Acceptable use

This section defines what constitutes “acceptable use” of the company’s electronic resources, including software, hardware devices, and network systems. Hardware devices, software programs, and network systems purchased and provided by the company are to be used only for creating, researching, and processing company-related materials, and other tasks necessary for discharging one’s employment duties. By using the company’s hardware, software, and network systems you assume personal responsibility for their appropriate use and agree to comply with this policy and other applicable company policies, as well as city, state, and federal laws and regulations.

Violations

Violations may result in disciplinary action in accordance with company policy. Failure to observe these guidelines may result in disciplinary action by the company depending upon the type and severity of the violation, whether it causes any liability or loss to the company, and/or the presence of any repeated violation(s).
Administration

The MIS director is responsible for the administration of this policy. This policy is a living document and may be modified at any time by the MIS Director or the Association Executive Director.

Contents

The topics covered in this document include:

• Software Purchasing
• Software Licensing
• Software Standards
• Software Installation
• Hardware Purchasing
• Hardware Standards

Software

All software acquired for or on behalf of the company or developed by company employees or contract personnel on behalf of the company is and at all times shall remain company property. All such software must be used in compliance with applicable licenses, notices, contracts, and agreements.

Purchasing

All purchasing of company software shall be centralized within the MIS department to ensure that all applications conform to corporate software standards and are purchased at the best possible price. All requests for corporate software must be submitted to the department Director for his/her approval. The request must then be sent to the MIS department, which will then review the need for such software, and then determine the standard software that best accommodates the desired request if MIS determines that such software is needed.

Licensing

Each employee is individually responsible for reading, understanding, and following all applicable licenses, notices, contracts, and agreements for software that he or she uses or seeks to use on company computers. If an employee needs help in interpreting the meaning/application of any such licenses, notices, contracts and agreements, he/she will contact MIS for assistance. Unless otherwise provided in the applicable license, notice, contract, or agreement, any duplication of copyrighted software, except for backup and archival purposes, may be a violation of federal and state law. In addition to violating such laws, unauthorized duplication of software is a violation of the company’s Software/Hardware Policy.
Software standards

The following list shows the standard suite of software installed on company computers (excluding test computers) that is fully supported by the information technology department:

- Microsoft Windows 2000 / Microsoft Windows XP
- Microsoft Outlook
- Microsoft Office (Word, Excel, PowerPoint, Access, Photo Editor)
- Microsoft Internet Explorer
- Microsoft AntiSpyware
- Trend Micro Officescan
- Meeting Maker
- IBM Client Access
- Adobe Acrobat Reader
- WinZip
- Media Player, Real Player, Quicktime
- CD Writing Software

Where applicable the following software will be installed on company computers

- Microsoft Visio
- Microsoft Project
- Kronos
- File Maker Pro
- Microsoft Publisher
- Print Shop
- Front Page
- Dreamweaver
- Pagemaker
- EMS Pro
- Odyssey – HMS and PCS

Employees needing software other than those programs listed above must request such software from the MIS department. Each request will be considered on a case-by-case basis in conjunction with the software-purchasing section of this policy.

Software Installation

The MIS department is exclusively responsible for installing and supporting all software on company computers. These responsibilities extend to:

- Office desktop computers
- Company laptop computers
- Computer lab desktop computers
- PDA devices
- Telecommuter home computers that are provided by the company

The MIS department relies on installation and support to provide software and hardware in good operating condition to the employees so that they can best accomplish their tasks.
Hardware

All hardware devices acquired by the Association or developed by it (through its own employees or through those hired by the Association to develop the hardware devices) is and at all times shall remain company property. All such hardware devices must be used in compliance with applicable licenses, notices, contracts, and agreements.

Purchasing

All purchasing of company computer hardware devices shall be centralized within the MIS department to ensure that all equipment conforms to corporate hardware standards and is purchased or leased at the best possible price.

All requests for corporate computing hardware devices must be in the annual corporate budget document and have the department Directors approval. The request must then be sent to the MIS department, who will then review the need for such hardware, and then determine standard hardware that best accommodates the desired request, if MIS determines that such hardware is needed.

Hardware standards

The following list shows the typical hardware configuration for new company computers:

- Desktops - provided to employees who work primarily from the office.
  - Pentium IV, 2.8 GHz, 2 MB cache Intel Processor
  - 512-MB RAM
  - Windows XP Professional
  - Integrated Video
  - 1.44M 3 ½” floppy drive (A:)
  - 40-GB hard drive (C:)
  - 24X CDRW/DVD (E:)
  - Integrated 10/100/1000 Ethernet
  - Integrated Audio
  - Speakers
  - USB Enhanced Multimedia Keyboard
  - USB Optical Mouse with Scroll
  - All applicable cables
  - Surge protector
  - 3 year warranty / 3 year on site service
• Laptops - provided to employees required to frequently work away from the office.
  - Pentium M Processor, 1.8 GHz
  - 1 GB RAM
  - 32 MB Video Adapter
  - 1.44M 3½” floppy drive (A:)
  - 40-GB IDE hard drive (C:)
  - 24X Combo DVD/CDRW (E:)
  - Integrated 10/100 Ethernet
  - Integrated Wireless
  - Integrated 56K modem
  - 2 USB port
  - Integrated Audio
  - Docking station / Port Replicator
  - Speakers
  - USB Enhanced Multimedia Keyboard
  - USB Optical Mouse with ScrollAll applicable cables
  - Surge protector
  - Carrying case
  - Extra power adapter and mouse
  - 3 year warranty / 3 year on site service

• Monitors
  - Monitors will be provided for both desktop and laptop systems.
  - Minimum 17” viewing area, 1024 x 768

• Printers
  - Employees will be given access to appropriate network printers. In some limited cases, employees may be given local printers if deemed necessary by the department director in consultation with the MIS department.

Employees needing computer hardware other than what is stated above must request such hardware from the MIS department. Each request will be considered on a case-by-case basis in conjunction with the hardware-purchasing section of this policy.
Outside equipment

No outside equipment may be plugged into the company’s network without the MIS department’s written permission.

Summary

This policy is designed to facilitate California State University, Fresno Association, Inc. employees in maximizing the efficient performance of their job duties. Any deviation from this strategy will require the MIS department to redeploy software and/or hardware solutions. Full cooperation with this policy is mandatory so that all goals can be met in accordance with the Association’s business objectives.
Acknowledgment of Software/Hardware Policy

This form is used to acknowledge receipt of and pledge compliance with the Association’s Software/Hardware Policy.

Procedure

Complete the following steps:

1. Read the Software/Hardware Policy.
2. Initial the spaces provided below, Sign and date the last page.
3. Return to the Management Information Services Director.

Initial

By initialing below, I agree to the following terms:

(i) I have received and read a copy of the Software/Hardware Policy and understand and agree to abide by the same.

(ii) I understand and agree that any software and hardware devices provided to me by the company remain the property of the company.

(iii) I understand and agree that I am not to modify, alter, or upgrade any software programs or hardware devices provided to me by the organization without the permission of the MIS Department.

(iv) I understand and agree that I shall not copy, duplicate (except for backup purposes as part of my job), or allow anyone else to copy or duplicate any software.

(v) I agree that if I leave the employment of the California State University, Fresno Association, Inc. for any reason, I shall immediately return to the company the original and copies of any and all software, computer materials, or computer equipment that I may have received from the Association that is either in my possession or otherwise directly or indirectly under my control.
(vi) I understand and agree I must make reasonable efforts to protect all Association-provided software and hardware devices from theft and physical damage.