# 6.7 OFF CAMPUS EQUIPMENT REQUESTS

All off campus equipment requests must be approved and signed by authorized ITS personnel and a copy shall be sent to James Poole in Facilities Management.

### **Wireless Networking**

Due to security concerns with wireless standards, no one shall depend on the availability of any wireless connection. If a wireless access point is compromised, it will be removed from the network indefinitely.

### **Administrative Rights to Faculty/Staff Workstations**

For policies and process to obtain administrative rights, refer to the following webpage:

http://www.bluegrass.kctcs.edu/its/adminrights/

### **Hacking/Network Scanning**

No compromise of any description may be leveraged on any workstation, server, or other device. Courses which require first hand knowledge of hacking may only be practiced in isolated computer labs approved by ITS. No network sniffer or scanner may be installed on any computer except in isolated computing labs approved by ITS.

### **Scheduling of Updates**

Software updates will be scheduled to provide the highest level of security and reliability for the campus network. While there is a continuous attempt to minimize the impact of patching on individual users, the overall security and reliability of the network for all users must take priority. In the event a security patch breaks an application, updated software compatible with the elevated security will need to be obtained by the user.

### **Operating systems**

ITS shall determine which operating system will be installed in accordance with licensing, available support, and compatibility with Active Directory and KCTCS mandates.

#### **Anti-Virus**

All users are responsible for the integrity of their data. No user shall ever open any files or macros attached to an email from an unknown, suspicious, or untrustworthy source. Users shall delete such attachments immediately and then "double delete" them by emptying the trash. Users shall delete spam, chain, and other junk email without forwarding and they shall

never download files from unknown or suspicious sources. Users shall never share any files or folders from their local drives. Users must not disable or alter the installed anti-virus software.

### **Backups**

ITS will provide a secure location on the network for each user. Documents placed in this location will be backed up on a nightly basis. It is the responsibility of the user to place his or her critical documents in the location or to use other back up methods such as zip drives, CD's, flash drives, floppy drives, etc.

# **Technology Purchasing Guidelines**

To ensure consistency within the BCTC long range technology plan and to promote compatibility within the existing computer base, ITS will review and facilitate all technology related purchases.

The following guidelines have been adopted to expedite this process:

The Software/Hardware purchase form must be completed and submitted to the appropriate requesting department/division official for signature verification. The Software and Hardware Request form is available at the following web address:

### http://www.bluegrass.kctcs.edu/its/forms/

The previously approved form must be submitted to the appropriate campus IT director.

The request will be reviewed and, barring any discrepancies, the order will be processed. Any potential problems pertaining to the purchase request will be reviewed with the requestor.

When all issues are resolved, ITS will process the paperwork and charge the requesting departmental account for the purchase.

Upon arrival, ITS will notify the requestor and schedule the installation if required.

The following listed items are to be considered technology related purchases:

- Any workstation or associated device, peripheral, or software.
- Any device such as a palm top or PDA that will be connected to an institutional workstation.
- Any printer or scanning device.
- Any telephone related device or peripheral such as a head set or answering machine.
- Not included are audio visual devices such as projectors, TVs, VCRs, and DVDs. These requests are to be directed to the Learning Resource Center.

### **IT Related Purchases for At Home Use**

The follow Microsoft and McAfee software benefits are provided to KCTCS students and employees.

### Microsoft:

Microsoft has a new software benefits program in place for faculty/staff, in addition to the existing Work at Home (WAH) program. The Home Use Program (HUP) allows employees to purchase select software directly from Microsoft for personal use on personally owned computers. Overview of each program:

### Home Use Program

Office 2007 or Office Mac 2008, Sharepoint Designer and Project Home.

Operating Systems are *not* included. More products should be available in the future.

Personal use 100% allowed, provided user is actively employed by KCTCS.

Faculty/staff order from Microsoft via HUP website and is shipped directly to them.

Employees can login at <a href="http://www.kctcs.edu/student/software">http://www.kctcs.edu/student/software</a> for ordering details.

Students are excluded from this program.

### Work at Home

Office 2007 or Office Mac 2008 and Windows XP or Windows Vista.

Personal use is *not* allowed - intended for KCTCS business related purposes only.

WAH media is purchased from Dell by college IT dept. and sold to faculty/staff.

Students are excluded from this program.

## McAfee Anti-Virus:

VirusScan Plus (McAfee Security Center, VirusScan, Personal Firewall & Site Advisor) is now available for download from the KCTCS website.

Both faculty/staff and students are allowed to download and install VirusScan Plus on personally owned computers.

Login at <a href="http://www.kctcs.edu/student/software">http://www.kctcs.edu/student/software</a> to download.

Students and employees may also purchase discounted software through the KCTCS bookstores via the links above.