

# ELECTRICAL ENGINEERING IT SYSTEMS POLICY

## Purpose and Intent

The reliance on computing systems has greatly increased and become an integral part of the everyday life in our department. The security, availability, and proper operation of these systems is thus of paramount importance. The purpose of this policy is to establish guidelines, in addition to the related University policies, specific to our department to help ensure appropriate and responsible use.

## Section on Computers

At no time will "local administrator" access or any other form of elevated access be granted on any managed system authenticating to the NT domain on the network.

Any computer connected and accessing the Engineering network must conform and comply with network level policies regardless of department or private ownership status and is subject to disconnection at any time without notification if any system conflicts occur.

Users must not relocate computers without notifying IT Staff to ensure updated network and inventory records.

The use of hubs, switches, or any other network connection-splitting devices is prohibited and may cause the offending connections to be taken offline without notice.

If additional network connections beyond the available ports are required, then new lines must be run from the main switching point at an expense to be paid for as determined at that time on a case-by-case basis.

## Section on Software

University site licensed software is only authorized for installations on department owned systems including those checked out for home use.

Department purchased software will only be installed on department owned systems according to the respective license in effect.

Any other software, regardless of purchase method, will only be installed on department owned systems if the original boxed media can be produced and verified as properly licensed. To insure the legality of the installation, the media must be surrendered to the department until such time it is uninstalled from the system and returned to the original purchaser.

Absolutely no software installations will be performed on any personal, non-department owned systems regardless of the use of those systems.

Any server type software or applications are strictly prohibited from installation and operation on any system connected to the Engineering network. The need for this type of activity must be addressed and approved by Engineering Computing to insure the integrity of the overall network.

Any illegally installed software discovered on department machines will be immediately removed without notification and the incident will be reported to the department administration and any related faculty.

**This policy applies in addition to any University policy statements**