OU Computer Standardization Policy

POLICY STATEMENT
All computers purchased for the University of Oklahoma must be selected from the approved computer standards list or receive approval as a non-standard computer prior to purchase. [Effective January 1, 2019]

PURPOSE
The purpose of the OU Computer Standardization Policy is to support and enhance the missions and administrative functions of the University of Oklahoma. The objective of the OU Computer Standardization Policy is to achieve and maintain computing capabilities that provide a high level of productivity for OU workforce members in a secure and cost-effective manner. Standardizing computer equipment at OU:

• Provides employees with guidance in planning for future needs.
• Allows the University to negotiate the best possible pricing on select models.
• Makes the computer procurement process more efficient.
• Helps maintain technology compatibility across the organization.
• Brings a systematic approach to the acquisition and disposal of computer equipment, and
• Standardizes equipment to minimize maintenance and support effort.

DEFINITIONS
Computers, in the context of this policy, are defined as all computer variations (desktop, laptop, notebook, etc.) owned by the University of Oklahoma that run a complete desktop operating system and are used for performance of job functions and/or business/instructional purposes.

SCOPE
Effective January 1, 2019, this policy applies to all University of Oklahoma employees, as well as all temporary workers and those given access to IT systems and services, at all access locations including on-site and remote/off-site locations. (Note: Computers purchased prior to January 1, 2019, may continue to be used until the end of their lifecycle, but must still comply with the relevant control statements regarding configuration, lifecycle, warranty, and disposal, below.)
CONTROL STATEMENTS

Standardized Computers
University-purchased computers will be standardized with limited exceptions. This policy allows for one (1) desktop computer or one (1) laptop with docking station and external monitor, as necessary, per employee. Additional computers for a single employee are subject to the exception request below.

Procurement/Acquisition
To promote the standardization of equipment and realize cost savings in the procurement and maintenance of computing equipment across campuses, a Computer Standards List (Link to be provided) has been established that includes standard vendor models, hardware configurations, recommended use cases, and pre-negotiated pricing that must be used for all departmental computer purchases, regardless of funding source.

Per Purchasing guidelines (http://www.ou.edu/purchasing/pcard/pcard/pcard_guide_no.html), computer equipment must not be purchased utilizing a University procurement card (Pcard) and individual personal purchases of computer equipment are not reimbursable as a personal expense.

System Configuration
In order to support security and management requirements, as well as contribute to University asset management requirements, all University-owned computers are subject to registration with and management by system management solutions operated by OU Information Technology.

Equipment Lifecycle
All departments must purchase, operate, and retire computer equipment within lifecycle limits defined for each standardized device on the IT website at http://www.ou.edu/ouit/computer_standardization.

Equipment Warranty
All computer equipment must be purchased with warranty and/or support options suitable for the device and intended business use so that the University reduces premature replacement costs.

System Disposal
All University-owned computer equipment must be returned to Information Technology at End of Life (EOL) using the appropriate campus-based retirement process in order to ensure proper disposal. IT will ensure that hard drives, data backup tapes, and any other storage devices are destroyed or wiped in compliance with Department of Defense (DoD) standards, either internally or through an approved third-party.

Standard Computer Equipment Exceptions
Users or Departments requesting computer equipment that deviates from the approved Standard Computing List, or requesting more than one computer for a specified user, must complete a non-standard computer request process to be defined at each campus, providing at a minimum: business justification, provision of the requested computer equipment and available price, and approval by designated authority defined for each campus process.
Policy Compliance
Any computer used for OU-related business is subject to all University and related-campus governing policies.

REFERENCES
ISO 27001-2013
NIST Special Publications 800-12, 800-18, 800-100, 800-171, 800-30, 800-39, 800-53 Rev 4

Associated Policies, Standards & Documents

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<thead>
<tr>
<th>Norman (Norman &amp; Tulsa Campus)</th>
<th>HSC (OKC &amp; Tulsa Campus)</th>
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<tr>
<td>• 100: IT Security Policy</td>
<td>• Acceptable Use of Information Systems Policy</td>
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<td>• 101: IT Risk Management Policy</td>
<td>• Electronic Data Disposal Policy</td>
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<td>• 102: IT Exception Policy</td>
<td>• Portable Computing Device (PCD) Security Policy</td>
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<td>• 104.01 Computer Standards List</td>
<td>• OUHSC Workstation Baseline Security Configuration</td>
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ENFORCEMENT AND COMPLIANCE
Failure to comply with this policy or other applicable laws, policies, and regulations may result in the limitation, suspension, or revocation of user privileges and may further subject the user to disciplinary action including, but not limited to, those outlined in the Student Code, Staff Handbook, Faculty Handbook, Resident Handbook, and applicable laws.

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<tr>
<th>Owner</th>
<th>Revision Date</th>
<th>Version</th>
<th>Created, Revised By/Approved By</th>
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<td>Eddie Huebsch, CIO</td>
<td>10/04/2018</td>
<td>1.0</td>
<td>Chris Jones, Jeralyn Woodall, Sharon Nichols, CISA, CRISC, CGEIT</td>
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<td>Cross-campus Standardized Computing Working Team</td>
<td>11/8/2018</td>
<td>1.02</td>
<td>Jeff McCanlies, Chris Jones, Dana, Saliba, Ron Nealis, Bryan Schuster, Chris Kobza, Nicholas Key, Jeralyn Woodall, Chance Grubb, Miranda Sowell</td>
<td>Cross-campus comments &amp; needs added/removed</td>
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<td>Cross-campus Standardized Computing Working Team</td>
<td>11/15/2018</td>
<td>1.03</td>
<td>Jeff McCanlies, Chris Jones, Dana, Saliba, Ron Nealis, Bryan Schuster, Chris Kobza, Nicholas Key</td>
<td>Updates based on campus leadership comments and additional feedback</td>
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<td>Cross-campus Standardized Computing Working Team</td>
<td>11/15/2018</td>
<td>1.04</td>
<td>Jeff McCanlies, Chris Jones, Dana, Saliba, Ron Nealis, Bryan Schuster, Chris Kobza, Nicholas Key</td>
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<td>11/26/2018</td>
<td>1.04.1</td>
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<td>12/20/2018</td>
<td>1.04.2</td>
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<td>1/9/2019</td>
<td>1.04.3</td>
<td>Chris Jones, Chris Kobza, Dana Saliba, Nicholas Key</td>
<td>Updated language based on feedback from OUHSC ISRB.</td>
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<td>Cross-campus Standardized Computing Working Team</td>
<td>1/14/2019</td>
<td>104.4</td>
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