



# 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 pre-approval as a non-standard computer. [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](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 to be defined for each standardized device and business use.

### **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. Hard drives, data backup tapes, and any other storage devices must be 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, and requiring 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 policy.

## 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

Norman (Norman & Tulsa Campus)	HSC (OKC & Tulsa Campus)
<ul style="list-style-type: none"> <li>• 100: IT Security Policy</li> <li>• 101: IT Risk Management Policy</li> <li>• 102: IT Exception Policy</li> <li>• 104.01 Computer Standards List</li> </ul>	<ul style="list-style-type: none"> <li>• Acceptable Use of Information Systems Policy</li> <li>• Electronic Data Disposal Policy</li> <li>• Portable Computing Device (PCD) Security Policy</li> <li>• OUHSC Workstation Baseline Security Configuration</li> </ul>

## 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, and applicable laws.

Owner	Revision Date	Version	Created, Revised By/Approved By	Changes made
Eddie Huebsch, CIO	10/04/2018	1.0	Chris Jones, Jeralyn Woodall, Sharon Nichols, CISA, CRISC, CGEIT	Initial Draft
Cross-campus Standardized Computing Working Team	11/8/2018	1.02	Jeff McCanlies, Chris Jones, Dana, Saliba, Ron Nealis, Bryan Schuster, Chris Kobza, Nicholas Key, Jeralyn Woodall, Chance Grubb, Miranda Sowell	Cross-campus comments & needs added/removed
Cross-campus Standardized Computing Working Team	11/15/2018	1.03	Jeff McCanlies, Chris Jones, Dana, Saliba, Ron Nealis, Bryan Schuster, Chris Kobza, Nicholas Key	Updates based on campus leadership comments and additional feedback
Cross-campus Standardized Computing Working Team	11/15/2018	1.04	Jeff McCanlies, Chris Jones, Dana, Saliba, Ron Nealis, Bryan Schuster, Chris Kobza, Nicholas Key	Final draft updates
Cross-campus Standardized Computing Working Team	11/26/2018	1.04.1	Jeff McCanlies, Chris Jones, Dana, Saliba, Ron Nealis, Bryan Schuster, Chris Kobza, Nicholas Key	Added effective date, marked INTERIM
Cross-campus Standardized Computing Working Team	12/20/2018	1.04.2	Jeff McCanlies, Chris Jones, Dana, Saliba, Ron Nealis, Bryan Schuster, Chris Kobza, Nicholas Key	Added effective date, removed INTERIM, added clarification on peripherals

Cross-campus Standardized Computing Working Team	1/9/2019	1.04.3	Chris Jones, Chris Kobza, Dana Saliba, Nicholas Key	Updated language based on feedback from OUHSC ISRB.
--	----------	--------	---	---

## FAQ

### **To whom does the OU Computer Standardization Policy apply?**

The OU Computer Standardization Policy applies to all faculty and staff, whether full-time, part-time, or student employees, on the Norman, Oklahoma City, and Tulsa campuses.

### **What if none of the configurations on the Computer Standards list will meet my needs?**

Standard computers are not intended to suit every need (just most of them!). A computer standards exception process that requires business justification and university approval is available.

### **What if I already have a computer and it's not included on the OU Computer Standards list?**

You will not be required to standardize until your current computer reaches the end of its life or exceeds maximum lifecycle requirements. When it is time to refresh your computer, you must either choose from the standard list or proceed through the exception process.

### **What device types are included in the policy?**

"Computers," in the context of this policy includes traditional laptops, desktops, and full-OS tablets like Microsoft Surface Pro. It does NOT include iOS or Android tablets or smartphones which may be addressed in the future in a separate policy.

### **When does the OU Computer Standardization Policy start?**

The Windows and Apple Standardization Contracts will be awarded after the OU Regents meeting in December 2018. While individual purchases may take advantage of the price benefits as soon as they are awarded, the official launch of the policy will be January 1, 2019.