X.XX - University Centralized Computer Deployment Policy

Effective: May 1, 2025

Purpose: To establish a standardized approach to the procurement, deployment, and management of computers across the university, ensuring cost efficiency, security, scalability, and improved user experiences.

Scope: This policy applies to all university-owned computers, including desktops, laptops, and workstations, used by faculty, staff, and students across all departments and campuses.

Policy Statement: The university has implemented a centralized deployment system for all computers to achieve uniformity, reduce costs, enhance security, and support the institution's operational goals.

Policy Guidelines

1. **Procurement and Deployment**
   - Central deployment funding does not cover residence halls, memorial union and the foundation.
   - Computers purchased with grant funds are not part of the central deployment funding.
   - All computer purchases, whether part of centralized deployment will be coordinated through the central IT department.
   - Preconfigured systems will be deployed with standardized software, security settings, and network access.

2. **IT Support**
   - The IT department will maintain centralized management tools for remote updates, troubleshooting, and configuration.
   - Support staff will be trained to manage and repair standardized hardware, improving efficiency and reducing downtime.

3. **Security**
   - All devices will adhere to university, state and federal security policies, including encryption, antivirus protection, and firewall configurations.
   - Security patches and updates will be deployed centrally to ensure timely resolution of vulnerabilities.
   - Unauthorized hardware or software is prohibited and will be disabled or removed.

4. **Data Management and Compliance**
   - Computers must meet compliance standards for data protection laws (e.g., FERPA, HIPAA).

5. **Sustainability**
   - o Outdated devices will be disposed of or recycled through university-approved process.

6. **Scalability and Future Growth**
   - o The centralized deployment model will be maintained as the university expands, ensuring consistency and efficiency in future upgrades or additions.

Responsibilities

- **Central IT Department**: Responsible for overseeing procurement, deployment, security, and support of university-owned computers.

- **Departments**: Coordinate with IT for computer refresh cycle, comply with hardware/software standards, and adhere to this policy.

Review and Revision

This policy will be reviewed annually by the IT department and updated as necessary to reflect advancements in technology or changes in university needs.

Definitions:

Procedures: All procedures linked and related to the policies above shall have the full force and effect of policy if said procedures have first been properly approved by the University's administrator in charge of Information Technology.

Related Policy Information: 7.06 – Clery Act; K.S.A. 21-5418 - Hazing

History: