Software/Hardware Policy

Acceptable use
This document defines the boundaries for the “acceptable use” of the Laboratory Services’ (LS) electronic resources, including software, hardware devices, and network systems. Hardware devices, software programs, and network systems purchased and provided by LS are to be used only for creating, researching, and processing division-related materials. By using LS hardware, software, and network systems you assume personal responsibility for their appropriate use and agree to comply with this policy, the University of Guelph Acceptable Use Policy (AUP) http://www.uoguelph.ca/web/aupg.shtml, and other applicable university and division policies, as well as municipal, provincial, and federal laws and regulations.

Software
All software acquired for or on behalf of LS or developed by LS employees or contract personnel on behalf of LS is and shall be deemed LS property. All such software must be used in compliance with applicable licenses, notices, contracts, and agreements.

Purchasing
All purchasing of division software shall be centralized with Information Technology (IT) to ensure that all applications conform to division software standards and are purchased at the best possible price. All requests for corporate software must be submitted to IT, which will then determine the standard software that best accommodates the desired request.

Licensing
Each employee is individually responsible for reading, understanding, and following all applicable licenses, notices, contracts, and agreements for software that he or she uses or seeks to use on company computers. Unless otherwise provided in the applicable license, notice, contract, or agreement, any duplication of copyrighted software, except for backup and archival purposes, may be a violation of federal and provincial law. In addition to violating such laws, unauthorized duplication of software is a violation of this Software/Hardware Policy.

Software standards
The following list shows the standard suite of software installed on company desktop computers (excluding test and instrument computers) that is fully supported by IT:

- Microsoft Windows 9x,NT,2000,XP
- Novell GroupWise
- Novell NetWare Client
- Microsoft Office 97,2000
- Microsoft Internet Explorer 5.x,6.x
- Adobe Acrobat Reader (4.x,5.x)
- McAfee VirusScan

Computers may have one or more of the following applications installed based on work location:

- Oracle 8.1.7 Client
- ATC VADDS
- LabVantage Sapphire
- LabVantage Seedpak

Employees needing software other than those programs listed above (e.g Oracle Financials ADI, ACCPAC, Microsoft Project, etc.) must request such software from IT. Each request will be considered on a case-by-case basis in conjunction with the software-purchasing section of this policy.

Outside Software
IT does not support non-essential, non-work-related, downloaded software from the Internet, pirated software, free software, specialized screensavers, computer games, Yahoo Messenger, ICQ, MSN, Kazaa, LimeWire etc. IT’s support of the operating system and standard software will necessitate the removal of these programs. Software purchased outside of these guidelines will not be supported and/or maintained by IT. IT will decline support of and immediately remove any software that interferes with the
operation of the LS network, the operating system or any of the LS-standard software and will notify the offending user’s supervisor of any failures to follow these guidelines.

**Hardware**

All hardware devices acquired for or on behalf of LS or developed by LS employees or contract personnel on behalf of the company is and shall be deemed LS property. All such hardware devices must be used in compliance with applicable licenses, notices, contracts, and agreements.

**Purchasing**

All purchasing of company computer hardware devices shall be centralized with the information technology department to ensure that all equipment conforms to corporate hardware standards and is purchased at the best possible price. All requests for division computing hardware devices must be submitted to the information technology department, which will then determine standard hardware that best accommodates the desired request.

**Hardware standards**

The following list shows the standard hardware configuration for company computers (excluding test computers) that are fully supported by the information technology department:

- **Minimum Desktop Configuration**
  - Desktops will be provided to employees who work primarily from the office.
  - 450MHz Intel Processor
  - 128MB SDRAM
  - 4MB Video
  - 1.44M 3 ½“ floppy drive (A:)
  - 6GB IDE hard drive single Fat32 partition (C:)
  - 24x or faster speed CD-ROM drive (D:)
  - 10/100 PCI Ethernet card
  - Sound card
  - Standard 102-key English keyboard
  - Mouse
  - All applicable cables

- **Minimum Laptop Configuration**
  - Laptops will only be provided to employees required to frequently work away from the office and must be supported by a business case.
  - 400MHz Intel Processor
  - 128MB SDRAM
  - 4MB Video
  - 1.44M 3 ½“ floppy drive (A:)
  - 4GB IDE hard drive single Fat32 partition (C:)
  - 24x or faster speed CD-ROM Drive (D:)
  - 10/100 Ethernet card
  - 56K modem
  - Sound card
  - Docking station
  - Standard 102-key English keyboard
  - Mouse
  - All applicable cables

- **Monitors**
  - Monitors will be provided for desktop systems; laptop systems will have monitors supplied on an as necessary basis.
  - 17inch monitor

- **Printers**
  - Employees will be given access to appropriate network laser printers.

Employees needing computer hardware other than what is stated above must request such hardware from the information technology department. Each request will be considered on a case-by-case basis in conjunction with the hardware-purchasing section of this policy.

**Outside equipment**

No outside equipment may be plugged into the LS network without IT’s permission.

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Acknowledgment of Software/Hardware Policy

This form is used to acknowledge receipt of and compliance with the Laboratory Services’ Software/Hardware Policy.

Procedure

Complete the following steps:

1. Read the Software/Hardware Policy.
2. Sign and date this form in the spaces provided below.
3. Return this page only to IT.

Signature

By signing below, I agree to the following terms:

(i) I have received and read a copy of the Software/Hardware Policy and understand and agree to the same.
(ii) I understand and agree that any software and hardware devices provided to me by LS remain the property of LS.
(iii) I understand and agree that I am not to modify, alter, or upgrade any software programs or hardware devices provided to me by the organization without the permission of IT.
(iv) I understand and agree that I shall not copy, duplicate (except for backup purposes as part of my job), or allow anyone else to copy or duplicate any software.
(v) I understand and agree that if I leave LS for any reason, I shall immediately return to LS the original and copies of any and all software, computer materials, or computer equipment that I may have received from LS that is either in my possession or otherwise directly or indirectly under my control.
(vi) I understand and agree I must make reasonable efforts to protect all company-provided software and hardware devices from theft and physical damage.

Policy Statement

Installation of unauthorized software on computers provided by Laboratory Services is prohibited. All software installations must be approved by the General Manager, the Unit Manager, or IT before installing on any computer provided by the division. An original software license MUST be presented before software installation is approved. Any unauthorized software installation will be considered as vandalism and will be addressed as such in accordance with the appropriate University Handbook governing students, faculty, or non-faculty personnel. If you require the installation of additional software, please make a request via email to IT. Include in your request the name of the software package, a brief description, indication of your possession of the original software license agreement or arrangements to purchase the license, and justification for installation.

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Employee Signature

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Employee Name

________________________
Employee Number

________________________
Date

________________________
Location/Work Unit