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## WORKSTATION MANAGEMENT POLICY

Area: Information Technology	Number:
Subject: Computer Management	Issued: 10/15/2009
Applies To: University	Revised: n/a
Sources: Vice President for Information Technology	Page(s): 1

### I. Purpose

The purpose of this policy is to provide procedures on computer workstation management at Georgia Southern University and ensure consistent standards pertaining to the management of computing assets throughout the University.

This policy applies to all Georgia Southern University employees, contractors, workforce members, vendors and agents herein known as “technicians” who perform any service on a Georgia Southern University-owned or personally-owned computer workstations connected to the Georgia Southern University network. It is also the intent of this policy to define parameters for technicians when configuring their work processes and operations to meet the specific needs of those departments and persons served.

### II. Policy Statement

The Chief Information Officer will establish standards and appropriate procedures for management of personal computers. These standards will identify appropriate communication, notification, access, authentication, technical services, naming, procurement, deployment and security procedures for managing computer workstations owned by the University. These procedures will ensure appropriate conditions for confidentiality, integrity and preservation of information technology assets.

The Chief Information Officer (CIO) or his/her designee(s) shall be the authorizing authority with regards to this policy

Violation of this policy can lead to disciplinary action up to and including dismissal, and/or legal action. Any known violation of this policy is to be reported to the Vice President for Information Technology or his/her designee.

Review due: October 2011, Reviewed 7/28/10, Reviewed 3/8/11, Reviewed 8/23/2011 sb