

Information Resource Security Standard Administrative Procedures 29.01.99.K1.240 Computer Classroom/Lab Procedures	06/15/2011 - Effective 04/15/2013 - Revised iTech - Author
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Computer Classroom/Lab Procedures

Introduction

Computer classrooms and labs, hereafter referred to as computer labs, provide basic, functional computer services that may include common software applications such as Microsoft Office, printing capabilities, and Internet access. Specialized and site licensed software may be available and should be coordinated through iTech. Open access/general use computer labs are open to all Texas A&M University-Kingsville (TAMUK) students, faculty, and staff. Specialized computer labs specific to a college, department or course may be restricted to those areas. Computer classrooms are labs that are used for teaching and are academically scheduled in the Student Information System (Banner) and Ad Astra.

Purpose

The purpose of this procedure is to establish rules that ensure the installation, operation, maintenance, and termination of computer labs complies with the University Acceptable Use Procedure and security procedures, to educate the individuals who may provide computer labs for the University community with their responsibilities associated with such provisions.

Audience

This procedure applies to individuals who establish, maintain and/or fund computer classrooms/labs.

Ownership and Funding

The computer lab owner is the entity that is responsible for establishing, maintaining, and funding the computer lab. Any computer lab created, managed or otherwise assembled on campus under the custody and control of TAMUK is the property of TAMUK. This statement refers to the actual physical computers, network/communications equipment, and not to any intellectual property rights that may be granted to any recipients by virtue of other TAMUK rules or procedures.

Computer Classroom/Lab Procedure

1. Establishing – Computer Labs
 - a. An identified demand and budgeted resources (i.e., staffing and funding) are the basic requirements for creating, and maintaining a new computer lab.
 - b. The plan for a new computer lab must include:
 - 1) iTech approval
 - 2) Facilities approval
 - 3) Funding for network connectivity, on-going support, maintenance, and refresh
 - c. Virtual desktop technology may be an alternative for computers, and must be coordinated through iTech for approval. This technology simplifies the maintenance and management for the computer lab.
 - d. The computer lab will be setup with the latest Microsoft Operating System (OS) as supported by iTech. The Microsoft Campus Agreement will provide licensing for the OS and Microsoft Office. An exception is required for non-Microsoft operating systems.

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- e. General Requirements
 - 1) All computer lab computers will have the firewall enabled. The computers will also be required to be placed in the TAMUK domain. University supported anti-virus software licenses will be provided by iTech.
 - 2) iTech information security personnel have the right to audit the computer lab-related data and administration processes at any time.
 - 3) All computers in the lab will have an identical software image.
- 2. Maintaining – Computer Labs
 - a. The computer lab owner is responsible for configuring and installing all software and hardware in compliance with University procedures unless agreement has been made with iTech to maintain the computer lab.
 - b. Computer Lab Assistants may be responsible for providing end-user support for network access, printing, and basic application assistance.
 - c. Computer labs will be placed on a refresh cycle and computers are to be replaced at least every five (5) years.
 - d. The computer lab owner will provide iTech the following information to post on the iTech web page: name of lab, number of computers, software provided, hours of operation, and any restrictions on use.
 - e. All computer labs will be current with the latest iTech supported OS and anti-virus package.
- 3. Terminating – Computer Labs

If computers are less than five (5) years old and functional, they can be repurposed with approval from iTech. If the computers are not reusable, hard drives will be removed and computers will be removed by Property Management. Lab owner will adhere to university procedures for properly disposing of computers.

Disciplinary Actions

Violation of this procedure may result in termination of the lab.

References

1. Copyright Act of 1976
2. Computer Fraud and Abuse Act of 1986
3. Computer Security Act of 1987
4. DIR Practices for Protecting Information Resources Assets
5. DIR Standards Review and Recommendations Publications
6. Foreign Corrupt Practices Act of 1977
7. The Health Insurance Portability and Accountability Act of 1996 (HIPAA)
8. IRM Act, 2054.075(b)
9. The State of Texas Information Act
10. The State of Texas Penal Code, Chapters 33 and 33A
11. Texas Administrative Code, Chapter 202
12. Texas A&M University-Kingsville Procedure 29.01.03.K1.010
13. Texas A&M University-Kingsville Procedure 29.01.04.K1.010
14. Texas Government Code, Section 441