

# 29.01.99.K1.270 IT Hardware and Software Standard Administrative Procedure



Effective: April 1st, 2004  
Revised: April 25th, 2013  
Revised: July 8<sup>th</sup>, 2019  
Next Scheduled Review: July 2024

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## Introduction

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Computers, networks, and electronic information systems are essential resources for accomplishing Texas A&M University-Kingsville's (TAMUK) mission of instruction, research, and public service. Standards for information resources will provide an efficient means for lowering the total cost of ownership.

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## Purpose

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The purpose of this procedure is to define the standards for the acquisition of information resources at TAMUK.

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## Audience

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This procedure applies to individuals acquiring any information resource to be used for TAMUK.

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## Applicability

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This procedure applies to all information resources of the University, both on the campus and in remote locations, and includes, but is not limited to:

1. Desktops, laptops, servers and mobile devices.
2. Software for these devices
3. Peripheral equipment, such as scanners, printers, etc.
4. Cabling and connectivity-related devices
5. Audio-visual equipment, such as projectors, digital displays, and cameras.

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## **IT Hardware and Software Standards Procedure**

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### **Technology Purchases & Acquisitions**

1. Hardware and software standards are established to assure compatibility, achieve discounted pricing, reduce administrative overhead, provide faster processing of requests, provide better support and less costly maintenance.
  2. iTech will establish hardware and software standards and post in JNET.
  3. iTech will assist in determining needs and selecting the appropriate hardware or software. When standard hardware and/or software will not meet the needs of a user or application, iTech will assist in finding the appropriate solution. All IT hardware and software orders must be approved by iTech.
  4. Purchase of non-standard technology components is not prohibited but must be justified by the existence of special circumstance. A source of support for the non-standard technology component must be identified and documented prior to purchase approval.
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### **Disciplinary Actions**

Violation of this procedure may result in disciplinary action up to and including termination for employees and temporaries; a termination of contract relations in the case of contractors or consultants; dismissal for interns and volunteers; or suspension or expulsion in the case of a student. Additionally, individuals are subject to loss of TAMUK Information Resources access privileges, civil, and criminal prosecution.

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### **References**

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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 Acceptable Use Procedure 29.01.99.K1.010
13. Texas Government Code, Section 441

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## **Contact Office**

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