

September 12, 2002

FROM: John Nickerson, Acting Director of Finance and Administration
Military Department State of Maryland Department of Military

TO: All Personnel Utilizing PC State Hardware and Software

SUBJECT: Information Technology Policy Letter #2 for Hardware and Software usage.

Preface

The success of our organization depends on the quality and upkeep of our software and hardware. Without an effective software/hardware policy in place, we cannot adequately protect these expensive and vital investments. With this in mind, each user should therefore understand the Military Department's software/hardware policy. After reading the policy, employees should sign the attached form acknowledging that they fully understand it and return it to the Information Technology Section.

Software/Hardware Policy

Acceptable use

This section defines the boundaries for the "acceptable use" of the Military Department's electronic resources, including software, hardware devices, and network systems. Hardware devices, software programs, and network systems purchased and provided by the State are to be used only for creating, researching, and processing Military Department's related materials. By using the such hardware, software, and network systems you assume personal responsibility for their appropriate use and agree to comply with this policy and other applicable Department policies, as well other city, state, and federal laws and regulations.

Software

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

Purchasing

All purchasing of company software shall be centralized with the information technology department to ensure that all applications conform to State software standards and are purchased at the best possible price. The request must be sent to the information technology department, which will then determine the standard software that best accommodates the desired request. The budget officer must then approve all requests for software.

Licensing

Each employee is individually responsible for reading, understanding, and following all applicable directives, licenses, notices, contracts, and agreements for software that he or she uses or seeks to use on the Department's 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 state law. In addition to violating such laws, unauthorized duplication of software is a violation of the Military Department's Software/Hardware Policy.

Software standards

The following list shows the standard suite of software initially installed on company computers (excluding test computers) that is fully supported by the information technology department:

Microsoft Windows 2000

Microsoft Outlook 2000

Microsoft Office 2000 (Access, Image Composer 1.5, Excel, Photo Editor 3.01, when applicable)

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PowerPoint,
Pagemaker (when applicable)
Microsoft Internet Explorer X.0
Adobe Acrobat Reader X.0 (when applicable)
WinZip X.0 (when applicable)

Laptops only: Dial-up ISP and company VPN access (if applicable) Employees needing software other than those programs listed above must request such software from the information technology department. Each request will be considered on a case-by-case basis in conjunction with the software-purchasing section of this policy.

Hardware

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

Purchasing

All purchasing of the Department's computer hardware devices shall be centralized with the information technology department to ensure that all equipment conforms to State hardware standards and is purchased at the best possible price. All requests for Department computing hardware devices must be submitted to the information technology department, which will determine standard software that best accommodates the desired request. The procurement will then require the Budget Officer's approval.

Hardware standards

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

Desktops

- Desktops will be provided to employees who work primarily from the office.
- 750-MHz or greater Intel Pentium III Processor
- 128-MB SDRAM
- AGP video card with a minimum of 8 MB RAM
- 1.44M 3 1/2" floppy drive (A:)
- 3-GB IDE or greater hard drive single Fat32 partition (C:)
- 40x or faster speed CD-ROM drive (E:)
- 10/100 PCI Ethernet card (when required)
- 2 USB ports
- Sound card
- Speakers
- Standard 102-key English keyboard
- Wheel mouse
- All applicable cables
- Surge suppressor

Laptops

- Laptops will only be provided to employees required to frequently work away from the office.
- 450-MHz or greater Intel Pentium III Processor
- 128-MB SDRAM
- Video card with a minimum of 8 MB RAM
- 1.44M 3 1/2" floppy drive (A:) (if required)
- 6-GB IDE or greater hard drive single Fat32 partition (C:)
- 40x or faster speed CD-ROM Drive (E:)
- 10/100 PCI Ethernet card (when required)

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- 56K V.90 modem
- 1 USB port
- Sound card
- Docking station (if required)
- Speakers
- Standard 102-key English keyboard
- Wheel mouse or equal (when requested)
- All applicable cables

☐ **Monitors**

- Monitors will be provided for both desktop and laptop systems.
- 17-inch or 19-inch monitor, depending on job requirements and funding.

☐ **Printers**

Employees will be given access to appropriate network laser printers. In some limited cases, employees may be given local printers if deemed necessary by the information technology department.

Employees needing computer hardware other than what is stated above must request such hardware from the information technology department by using the IT Requisition Form. 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 company's network, stand alone, or laptop systems without the information technology department's permission.

Violations and penalties

Penalties for violating the Software/Hardware Policy will vary depending on the nature and severity of the specific violation. Any employee who violates the Software/Hardware Policy will be subject to:

- (i) Disciplinary action, including but not limited to reprimand, suspension, and/or termination of employment.
- (ii) Civil or criminal prosecution under federal and/or state law.

Acknowledgment of Software/Hardware Policy

This form is used to acknowledge receipt of and compliance with the Military Department's Software/Hardware Policy.

Mandatory Procedures

Complete the following steps:

1. Read the Software/Hardware Policy.
2. Make a copy for yourself
3. Sign and date this form in the spaces provided below.
4. Return this the last page of this document to the information technology department manager.

Signature

By signing below, I agree to the following terms:

- (i) I have received and read a copy of the Military Department's Software/Hardware Policy Letter #2 and understand and agree to the same.
- (ii) I understand and agree that any software and hardware devices provided to me by the State remain the property of the State.
- (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 Department without the permission of the information technology department.
- (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 the Military Department's employment for any reason, I shall immediately return to the Department the original and copies of any and all software, computer materials, or computer equipment that I may have received from the company 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 Military Department's provided software and hardware devices from theft and physical damage.

Employee Signature

Employee Name

Employee Title

Date

Department/Location

Please sign and return immediately to the Information Technology Department.