SUBJECT
Hardware and Software used in and by UNL Business and Finance

APPLICABILITY
All Business and Finance employees

SUMMARY
Information Technology equipment (hardware and software) used in Business and Finance can be managed more cost-effectively and efficiently if managed centrally by Business and Finance Shared Computing Services.

POLICY
Acceptable Use
UNL Business and Finance complies with University of Nebraska Executive Memorandum 16.

Security
UNL Business and Finance complies with University of Nebraska Executive Memorandum 26.

Hardware
All hardware devices acquired for or on behalf of Business and Finance or developed by Business and Finance employees or contract personnel on behalf of Business and Finance is University of Nebraska property. All such hardware devices must be used in compliance with applicable licenses, notices, contracts, and agreements.

Purchasing and Configuration
All purchasing of Business and Finance computer hardware devices shall be centralized with the Shared Computing Services department to ensure that all equipment conforms to University hardware standards and is purchased at the best possible price. All requests for Business and Finance hardware devices must be submitted to the budget administrator for that department for approval. The request must then be sent to the Shared Computing Services department, which will then determine standard hardware that best accommodates the desired request.

Shared Computing Services will configure all Business and Finance computer devices for security. Business and Finance employees outside of Shared Computing Services will not change hardware or operating system configurations or settings on their University-owned computer devices.
Computer devices for the sake of this policy include (but are not limited to):

- Desktop PC’s
- Laptop PC’s and Docking Stations
- PDA’s and other Handheld PC’s
- Monitors
- Printers
- Keyboards and Mice

**Hardware Disposal**

All Business & Finance computer equipment will be disposed of according to the Excess Property policy; Disposal of Surplus Property. Business and Finance units should contact Shared Computing Services staff to dispose of computer equipment. Shared Computing Services staff is responsible for ensuring excess Business and Finance computer equipment is disposed of in accordance with the above policy.

**Hardware Standards**

All Business and Finance computer users will be provided with a desktop computer configuration unless approved by both their department and Shared Computing Services for a laptop/docking station; only users with a business need for a laptop (such as those that work regularly from home) will be approved for a laptop. Users approved for a laptop will not receive a desktop computer.

The standard hardware configuration list for Business and Finance computers (excluding test computers) that are fully supported by Shared Computing Services is available at [http://scs.unl.edu/config](http://scs.unl.edu/config). These standards will be reviewed and updated each quarter by Shared Computing Services to reflect the current standards of the Dell Prime Vendor agreement.

Employees needing computer hardware other than what is stated in the above mentioned configuration standards must request such hardware from Shared Computing Services. Each request will be considered on a case-by-case basis in conjunction with the hardware-purchasing section of this policy.

**Outside equipment**

Non-University hardware or other equipment from outside Business and Finance may not be plugged into the Business and Finance network without Shared Computing Service’s permission.

**Software**

All software acquired for or on behalf of Business and Finance or...
developed by Business and Finance employees or contract personnel on behalf of Business and Finance is University of Nebraska property. All such software must be used in compliance with applicable licenses, notices, contracts, and agreements.

**Purchasing**

All purchasing of Business and Finance software shall be centralized within the Shared Computing Services department to ensure that all applications conform to University software standards and are purchased at the best possible price. All departmental requests for software must be submitted to the budget administrator of that department for approval. The request must then be sent to Shared Computing Services, which will then determine the standard software that best accommodates the desired request.

**Licensing**

Most of the software titles on Business and Finance's current software list are not freeware; therefore, the cost of software is a consideration for most titles and their deployment. To control costs, licensing costs are a factor in the decision-making processes that go into client software planning and request approval.

It is the goal of the Shared Computing Services to keep licensing accurate and up to date. To address this, Shared Computing Services is responsible for purchasing software licenses for all software categories:

- Desktop operating system software
- Productivity tools package
- Internet software
- Accessories
- Department-specific software

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 Business and Finance 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 Business and Finance Software/Hardware Policy.

**Installation**

Shared Computing Services is exclusively responsible for installing...
and supporting all software on University computers. These responsibilities include:

- University-Owned Desktop Computers
- University-Owned Laptop Computers (both in-office and remote)
- University-Owned PDA's and Handheld Computers

Business and Finance employees outside of Shared Computing Services will not install any software on University PC's.

Software cannot be present on Business and Finance's computers in the following scenarios:

- A piece of software purchased for one's home computer
- A downloaded title from the Internet
- A pirated copy of any title
- A different version/title from the current software list of this policy

Software standards

The standard suite of software installed on Business and Finance computers (excluding test computers) that are fully supported by Shared Computing Services is available at [http://scs.unl.edu/config](http://scs.unl.edu/config).

Employees needing software other than those programs listed in the above mentioned configuration standards must request such software from the Shared Computing Services department. Each request will be considered on a case-by-case basis in conjunction with the software-purchasing section of this policy.

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 up to and including termination of employment, as described in the University’s on-line HR policies and procedures manual.

(ii) Civil or criminal prosecution under federal and/or state law.