CON IT Policy & Procurement

All faculty and staff are responsible for becoming familiar with all University of Kentucky's computer usage policies. Any faculty or staff member should review the administrative regulations web page: https://www.uky.edu/regs/administrative-regulations-ar .

AR 10:1 - Policy Governing Access to and Use of University Information Technology Resources

AR 10:2 - Information Technology Governance

AR 10:3 - Institutional Data Management and Systems Acquisition

AR 10:4 - Social Media Policies and Guidelines

AR 10:5 - Electronic Signatures Policies and Procedures

AR 10:7 - Security of Data

AR 10:8 - Security of Information Technology Resources

i. **CON IT**

The CONIT department is available to assist with company provided computers. The CONIT department will not be available to work on any personal device or home network due to liability concern. Any request for any type of IT assistance is required. The process to request assistance is to email Consysaid@gmail.com Emailing CON IT support staff directly versus using the Consysaid@gmail.com account will result in your request being overlooked, or greatly delayed.

Computing resources and information are provided to CON employees to support the University's business functions. Any use of these resources that interferes with these functions or maligns or defames the image or reputation of the University of Kentucky is prohibited. Computers are to be used for the UK work function only. The storage of personal vacation photos, wedding pictures, and other events on University of Kentucky server infrastructure is prohibited. Please refer to the University of Kentucky's *Code of Conduct and Ethical Principles* in regards to use of University Property.

ii. **Computer Access**

The responsible Supervisor and the Business Officer are the individuals responsible for requesting access rights for new staff members. Although CON staff members have been granted access rights to University of Kentucky data, these access rights are to be used only when conducting University business and performing the duties of the position. Any other use is strictly prohibited. Inappropriate use is subject to corrective action up to and including termination of employment.

iii. Computer orders

The following policy will be followed for all equipment purchases in the college of nursing:

- The college of nursing will provide one primary computing device for each qualifying faculty or staff member. <mark>Disclaimer:</mark> Due to the pandemic faculty have been issued some laptops in order for them to work from home more easily (3/2020)
- The college of nursing will be using "Dell" computer devices with Windows 10 operating system. Dell is the preferred vendor of the University of Kentucky.
- No Apple device other than those provided by the Campus IT Apple project will be supported by the CONIT department. Those individuals that have received a Campus provided Apple device must utilize the Campus provided Apple support desk.
- Additional devices can be requested for a user but justification must be made for any additional device, and approval from the associate dean of the department, the college of nursing business office, and the college of nursing IT department is a requirement.
- Funding for secondary computers or devices must come from startup funds, non-recurring funds, grant funds, or department accounts.
- Any expenditure must comply with all rules and regulations such as OSPA, etc.
- All devices regardless of funding method are the property of the University of Kentucky.

iv. Computer Security

The CON faculty and staff have many sensitive files. At the end of work day, all users should shut down their computers. The University of Kentucky also performs the installation of critical security updates which are done without knowledge of the computer user. All CON faculty and staff need to ensure their computer is rebooted on a daily basis to ensure all critical security updates are installed successfully, and to ensure work is not lost.

v. General Computer Usage

Employees may use College computers for homework and personal work during lunch and rest periods, with their supervisor's approval. Any deviation from this policy must be approved by the employee's supervisor.

It is the responsibility of each Associate Dean, Human Resources staff member or business officer to notify the CON IT department of any employee has left the College. Each employee leaving the College will have different circumstances. The CON IT

department will work with the Business officer to ensure accounts are disabled, and all computer data is retained from the department employee.