

Viking Union/Associated Students Computing Guidelines

The Viking Union and Associated Students provide computers, network resources and Web resources in support of the Associated Students offices and programs, as well as the Viking Union Administration. These resources are supported and maintained by Viking Union Technical Services. All AS and VU users are subject to the following State and Western Washington University policies:

Using University Resources: POL U5400.05

(<http://www.wvu.edu/policies/docs/5400%20Human%20Resources/POL-U5400.05%20Using%20University%20Resources.pdf>)

Western Washington University Policy for Responsible Computing

(<http://west.wvu.edu/atus/helpdesk/acceptableusepolicy.shtml>)

User Agreement For WWU Network And Computing Resources

(<http://west.wvu.edu/atus/helpdesk/useragreement.shtml>)

The purpose of this document is to highlight computing policies and procedures which may be specific to the Viking Union and Associated Students.

A. GENERAL USAGE

- AS/VU computing resources may be used for work related purposes only. (WWU Use Of Computer Resources Policy, POL U5400.05)
- Employees shall have no expectation of privacy in the use of University resources. (WWU Use Of Computer Resources Policy, POL U5400.05, Item #7)
- All computers and monitors are to be turned off at the end of the day (WWU and State of WA policy).
- Users may not run operating systems or other unapproved software from external devices or CD/DVD's on AS/VU computers.
- Only AS/VU computers may be connected to VU office network ports/switches.
- Personal laptops may access the WWU network through the wireless system.

B. DATA MANAGEMENT

- All organizational data will be stored on AS/VU Network storage:
 - Files which may not be saved on the AS/VU Network include: programs (.exe files) and any non-work-related documents, pictures, movies or sound files, etc.
 - Network storage space considerations require that work-related pictures, movies, sound files, and other large files be saved to network folders only

for specific projects and should be burned to CD/DVD as soon as possible and removed from network storage.

- Network data is backed up nightly.
- Individual workstations are not backed up.
- Transfer folders:
 - The Transfer folders are common folders for moving data between users or program areas.
 - Data in these folders may be read or modified by any of the AS/VU users; therefore, it is advised that sensitive documents be shared by other means:
 - Email
 - Passworded document
 - Workgroup projects may have special “Working” folders created by the VU Technical Service Manager
 - At the end of every quarter the contents of the Transfer folders are archived and the data is removed from the Q drive. All offices are notified via email prior to the removal of data from the transfer folders.

C. HARDWARE

All requests for additional VU/AS computers or computer hardware must be submitted to the VU Technical Services Manager and approved by the Director of Viking Union Facilities.

D. SOFTWARE

- VU/AS workstations are installed with all the assigned/approved software – including the operating system.
- Purchase or addition of any software must be reviewed by the VU Technical Services Manager and approved by the Director of Viking Union Facilities

E. MAINTENANCE AND MANAGEMENT

- Installation, configuration and maintenance of all AS/VU computer systems and networks is performed by Viking Union Technical Services
- Modification of computer security settings, BIOS settings, workstation configurations, passwords or network settings may only be performed by Viking Union Technical Services.
- When a computer is replaced or rebuilt, the user’s settings from their previous hard drive will be transferred to the new/rebuilt computer, *if possible*.