

Physics Laptop Usage Policy

Purpose

This policy is to guide the deployment of laptops within the Department of Physics, to ensure a reliable and uniform connection for the laptops used within the department, and to maintain the security and integrity of the Physics network.

Scope

This policy applies to all individuals that want their laptops to be attached to the Department of Physics physical network.

Policy

All computers must follow the [university computer policy](#), which means that all machines must have the current security updates, managed virus software and a secure password.

If all you need is Internet access and have wireless on your machine, you need to connect to the [K-State wireless network](#).

All laptops which are to be connected to the Physics network must be departmentally owned and have security updates and antivirus software managed by the Physics Computing Support Center (PCSC). If running a Windows OS they must have the most current version of Windows the hardware will support and be running software that terminates the wireless networking if a cabled network is plugged in.

Departmentally Funded Laptops

When purchasing a laptop with ordinary department funds, PCSC will order the laptop from state contracts, check the machine for the latest patches, install virus software and install Office 2010 on the machine at no extra charge to the user. Note that such a purchase must use an appropriate vendor's state contract web site, not the vendor's home computing website. If not purchased through PCSC the machine has to be delivered to PCSC so that it can be inventoried and the paper work can be filled out for off-campus use. Windows 7 Pro and Windows 7 Ultimate will be the only operating systems supported by PCSC. Departmentally owned laptops that do not run Windows may be connected to the network if they have virus software and are up to date on patches.

The following software will be installed by PCSC on the laptops:

- Office 2010
- Managed Virus Software

Additional software installation will be charged at the standard departmental rate. All other software will be purchased by the individual or department. Departmentally Funded Laptops will have a copy of the device driver disks left with PCSC.

Individual User Laptops

Individual user laptops will **not** be allowed to attach to the Physics network; they may use wireless and remote access.

Before PCSC will do any work (spyware/virus removal, rejoining the domain, or hardware work) it must be approved by a professor who will be charged at the standard departmental rate. If your laptop needs work please call 532-6961 and make an appointment, and also be prepared to leave your machine with PCSC for an extended period of time, as software repair and installation takes time.

If your laptop is infected or needs the OS to be reinstalled for some reason, bring it to PCSC so that it can be checked out again. Failure to do so may result in network privileges being revoked for that machine.

By connecting your machine to the Physics network you are agreeing to follow this policy and all other Physics or campus computer policies. You are also agreeing to allow us to periodically scan your machine for infections or vulnerabilities.

Every summer all laptops will need to be examined to see if they meet the departmental requirements. During this period **all** laptops will need to be reregistered, all laptops that do not meet the departmental laptop policy will be removed from the network. This is done to maintain security of the physics network and to remove machines that no longer exist.