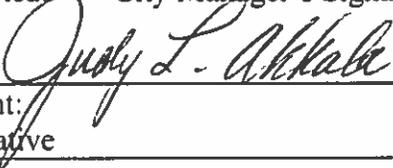


CITY OF MARQUETTE, MICHIGAN

ADMINISTRATIVE POLICY

Policy Number: 2008-01	Revision Date:	City Manager's Signature:
Date Adopted: 06-09-08	City Manager's Signature: 	
Department: Administrative		

SUBJECT: STANDARD WORKSTATION CONFIGURATION

Overview

Installation of unauthorized computer programs and software, including files downloaded and accessed on the Internet, can easily and quickly introduce serious, fast-spreading security vulnerabilities. Unauthorized software programs, even those seemingly provided by reputable vendors and trusted companies, can introduce viruses and Trojan programs that aid hackers' attempts to illegally obtain sensitive, proprietary and confidential data. Protecting the City's computers, systems, data and communications from unauthorized access and guarding against data loss is of vital importance. Adherence to this policy serves a critical role in the process.

Purpose

The purpose of this policy is to ensure every employee, contractor, temporary worker and volunteer understands, and agrees to abide by, specific guidelines for hardware, software, program and application installation and use on City-provided computers, systems and networks.

Scope

This policy applies to employees, contractors, consultants, temporaries, and other workers at the City of Marquette as well as to all equipment that is owned or leased by the City of Marquette. Use of the City's user accounts, desktop computers, notebook PCs, servers, Internet and messaging services must conform to the guidelines presented in this policy.

Policy

The City of Marquette provides software programs and applications as a means of increasing productivity, enabling electronic communications and transacting business. Software programs and applications are provided for the performance and fulfillment of job responsibilities and are neither provided nor supported for non-business activities. The City's computers, software programs and applications are not to be used for personal activities.

A. Approved Hardware Platforms

The City's Information Services Department is exclusively responsible for installing and supporting all hardware on City-owned computers. This responsibility includes servers, desktop computers, towers, and notebooks. Employees may not install hardware on any workstations operated within the City network. Hardware requests must first be approved by the requester's department head and then submitted to the Director of Information Services either in writing or via email. Upon approval, Information Services will purchase and test hardware for conflict and compatibility, and perform the installation.

Although server configurations will vary according to application requirements, computers deployed for users shall have the minimum base configurations shown below.

Desktop

Intel Pentium 4, 2.8 GHz
512 MB Memory
40 GB Hard Drive

Tower

Intel Pentium 4, 3.2 GHz
1024 MB Memory
150 GB Hard Drive

Notebook

Intel Pentium 4, 1.8 GHz
1024 MB Memory
60 GB Hard Drive

B. *Approved Software Applications*

Employees may not install software, or updates and patches to existing installed applications, on City of Marquette workstations operated within the City network. Software requests must first be approved by the requester's department head and then submitted to the Director of Information Services either in writing or via email. Software must be selected from an approved software list, maintained by the Information Services Department, unless no selection on the list meets the requester's need. Information Services will obtain and track the licenses, test new software for conflict and compatibility, and perform the installation. The standard workstation configuration consists of the following core applications that are pre-installed on all hardware platforms:

Core Software Applications

Adobe Acrobat Reader
Google Internet Explorer Pop-Up Toolbar
Microsoft Defender
Microsoft Internet Explorer
Microsoft Office 2003 Suite
Microsoft Windows XP Professional
Novell Client
Novell GroupWise E-Mail
Novel Messenger
Symantec Corporate Anti-Virus

Additional business applications are installed according to individual department requirements and area(s) of responsibility.

A comprehensive list of network applications and business applications approved for use in the City of Marquette is shown below.

Network Applications

Adobe Acrobat Reader
Google Internet Explorer Pop-Up Toolbar
Microsoft Defender
Microsoft Internet Explorer
Microsoft Office 2003 Suite
Microsoft Windows XP Professional
Novell Client
Novell GroupWise E-Mail
Novel Messenger
Symantec Corporate Anti-Virus

Business Applications

AutoCAD
BS&A Equalizer, Tax and Building Permit Management Systems
Cemetary
Clerks Index
Contribute
CrimeStar Records Management System
Crystal Reports
Dreamweaver
ESRI Geographic Information System
Field Manager
Gems Financial Management System
Gems Human Resource Management System
Gems Revenue Management System
Quadrant Cash Receipts
LEIN (Law Enforcement Information Network)
MERL (Michigan Engineers Resource Library)
Microsoft Project 2000
Microsoft Publisher
Microsoft SQL Server
Oracle 9x
Pervasive
RoadSoft
Secure Check
T2 Parking
Visio
WonderWare

C. Prohibited Software

The City's computer systems, networks and information technology services are provided as a means of fulfilling job tasks and responsibilities. The City of Marquette places a priority on ensuring all installed software and applications are properly tested and licensed. Users are prohibited from installing any software programs and applications including software purchased for personal use.

Under no circumstances are users to download, install, copy, access, execute or otherwise employ any of the following:

- Illegal software or programs.
- Unlicensed applications.
- Unapproved or unlicensed operating systems.
- Pirated software.
- Software purchased for personal or home use.

D. Ownership

The City provides software applications and programs as productivity enhancement tools. All City-provided software and licenses remain the City's property. If requested, users must surrender in a timely manner software licenses, software disks, CD-ROMs and DVDs and other software and application materials provided by the organization and discontinue their use. Under no circumstances are users to make illegal copies of software, applications or programs.

Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Continuance

This policy is a living document and may be modified at any time by the City Manager in consultation with the Director of Information Services.

Definitions

Business application	Generally any software program or collection of programs that helps a business or organization automate repetitive tasks, reduce errors and improve productivity. Examples of business applications include AutoCad, Gems Financials and Quadrant cash receipts.
Network application	A software application belonging to the core applications group and residing on all user workstations, or one that provides the ability to configure, monitor and maintain shared network devices and defined users.
Trojan horse	A piece of software which appears to perform a certain action but, in fact, performs another such as a computer virus.