

Computing Policy

Department of Statistics, Eberly College of Science

April 28, 2008.

The following list of policies apply to all faculty, staff and students in the Department of Statistics at Penn State. Please note that these policies are an addendum to the ECOS computing policies, which automatically also apply to the Department of Statistics. These policies are primarily intended to clarify ECOS computing policies in the context of the Department of Statistics.

1. **Home desktop machines:** Anyone who takes a machine home assumes full responsibility of the machine thereafter. In addition to filling out the existing Penn State Property Inventory form *Request for Authorization To Use University Tangible Assets At a Non-University Location*, an additional short form will soon be added which states that the individual acknowledges that by taking the machine home, he/she is assuming full responsibility for it. These forms must be submitted to Laurie Roan for approval.
2. **Laptops:** System administrators will help individuals with their laptops under the following conditions: (i) The laptop must be purchased by the system administrator (on behalf of the individual), (ii) The system administrator will have sole root/administrator privileges on the laptop, (iii) Requests for help must involve standard, work-related software. If any of the above conditions are not met, the administrator is not responsible for maintenance or help with the laptops.
3. **Portable devices** are not supported by the system administrators. Purchasing and maintenance are the responsibility of the user.
4. **Purchases:** All devices that are part of the department network must be purchased by the system administrators. If an individual wishes to purchase a laptop and self-administer it, she can purchase it on her own. Also, if a device is purchased by somebody other than a systems administrator, it will need approval before it can be connected to our network. There is no guarantee that such requests will be approved.
5. No Macintosh machines will be supported by the system administrators. It is possible that in the future, support may be available, but at this time the infrastructure is not in place.

Information sharing: The computing staff are currently working on extensive documentation that will provide useful information such as names and I.P. addresses of printers.