

THUNDER BAY REGIONAL RESEARCH INSTITUTE STATEMENT of POLICY and PROCEDURE			
Manual:	Information Technology	SPP No.	SPP-IT-003
Section:	Research Computers & Support	Issued:	Feb 29, 2012
Subject:	Computers, Software, and Support	Effective:	Feb 29, 2012
Issue to:	All Manual Holders	Page:	1 of 4
		Replaces:	NEW
Issued by:	IT Department & Director of Research Operations	Dated:	Feb 29, 2012

1 POLICY

- 1.01 It is TBRI preference, that all staff and student purchase computers and associated computer equipment through the TBRHSC Information Technology (IT) department. Computers and associated computer equipment which are to reside on the TBRHSC LAN, must comply with this directive. Computers and associated computer equipment which are to reside solely on the TBRI VLAN, can be purchased separately. Personal or non-standard TBRI purchased computers may only be used on the TBRI VLAN after the IT department has been notified and screened the computer in question. All computers, regardless, must meet the minimum required specifications outlined in this policy and be CSA approved.
- 1.02 All software installed on a computer must have a valid and appropriate license. All software used must comply with North American Copyright and patent restrictions. As well, personally owned computers are the responsibility of the owner to ensure proper software licensing.

2 PURPOSE

This Statement of Policy and Procedure:

- a) outlines the minimum requirements for computer hardware and operating systems;
- b) outlines what is appropriate use of computing software;
- c) establishes what is required before using a computer which is not owned by the organization; and
- d) what supports will be provided by the IT department;

3 SCOPE

- 3.01 This policy applies to all individuals at TBRI who are working on a computer, printer, mobile device or other electronic device of any type, and purchased by any means, while on TBRI premises and/or being used for TBRI activities.

4 RESPONSIBILITY

- 4.01 All individuals are responsible for ensuring that their computer used on the TBRHSC LAN or TBRI VLAN meet all the requirements as articulated in this policy. This includes:
- Understanding acceptable computer and software requirements and ensuring all

THUNDER BAY REGIONAL RESEARCH INSTITUTE STATEMENT of POLICY and PROCEDURE			
Manual:	Information Technology	SPP No.	FN 2.02
Section:	Personal Computers	Issued:	Feb 29, 2012
Subject:	Personal Computers and Software	Effective:	Feb 29, 2012
Issue to:	All Manual Holders	Page:	2 of 4
		Replaces:	NEW
Issued by:	Information Technology Department	Dated:	Feb 29, 2012

outlined requirements have been met.

- Notifying IT department before using computers on the TBRI VLAN which are not the possession of TBRHSC or TBRI
- When using software which is not property of the TBRHSC, ensure they own and have proof of the licensed copy which must be presented to the IT department Help Desk.
- Standard computers, laptops and tablets are imaged with a TBRHSC standard software configuration, and not modified.
- Informing the TBRHSC IT department if a computer is being relocated to ensure network connectivity is available in the new location.
- Contacting the Service Desk at help@tbh.net if there is a technical issue with your supported computer hardware.
- No setting up of hubs, switches, routers or personal networks.

4.03 The Information Technology department is responsible for:

- Following up with all service requests to IT department relating to computers to be inspected for use on the hospital network or research VLAN.
- Go through Due Diligence to ensure all computers meet the outlined requirements.
- Granting access to network connectivity. Non-standardized devices will be connected on a case by case basis.
- Support standard computer or laptop hardware and O.S. as detailed per the IT departments standard catalogue which can be found on the intranet under the IT department. <http://tbrhsc-intranet.tbh.net/default.aspx?page=95>
- Supplying appropriate anti-virus protection.
- Set up printer access to a network printer(s) in your area.

4.04 The Information Technology department is **not** responsible for:

- Supporting non-standardized software, equipment, mobile devices or any other electronics, other than providing network connectivity, which have not been ordered through the IT standards catalogue.

THUNDER BAY REGIONAL RESEARCH INSTITUTE STATEMENT of POLICY and PROCEDURE			
Manual:	Information Technology	SPP No.	SPP-IT-003
Section:	Research Computers & Support	Issued:	Feb 29, 2012
Subject:	Computers, Software, and Support	Effective:	Feb 29, 2012
Issue to:	All Manual Holders	Page:	3 of 4
		Replaces:	NEW
Issued by:	IT Department & Director of Research Operations	Dated:	Feb 29, 2012

5 PROCEDURES

5.01 Purchasing

All employees are responsible for ensuring that when purchasing equipment they meet the following guidelines.

- a) When used on the TBRHSC LAN:
 - All computer hardware, software, and associated computer equipment which is to be connected to the TBRHSC network is to be purchased through the TBRHSC IT department as per the IT department's standards catalogue page located on the intranet.
 - IT department will only purchase TBRHSC standard computers, laptops, printers and other devices as per the IT department's standard catalogue.
 - An IS-Secure request form on the Intranet site is to be completed by the designated administrative support in your department.
 - Any non-standard, non-approved equipment **cannot** be connected to the TBRHSC network and will be removed immediately.

- b) When used on the TBRRRI VLAN
 - Computer hardware, software, and associated equipment which is to be connected to the TBRRRI VLAN can be purchased through IT standardized catalogue or through the purchasing department. Purchases are to be pre-approved by the Director of Research Operations. All purchases **not** done through IT must meet all outlined requirements within this policy.
 - Non-standard or pre-owned computers or printers must be checked and serviced by a support vendor of your choice before being connected to the research VLAN. Maintenance, repairs and warranty are the responsibility of the owner.

5.02 Computer Minimum Requirements

Refer to Exhibit 1. Ensure all of the minimum requirements are met. Notify IT that you will need your computer inspected. Do not connect your computer to the Research VLAN network until it has been inspected and approved.

THUNDER BAY REGIONAL RESEARCH INSTITUTE STATEMENT of POLICY and PROCEDURE			
Manual:	Information Technology	SPP No.	FN 2.02
Section:	Personal Computers	Issued:	Feb 29, 2012
Subject:	Personal Computers and Software	Effective:	Feb 29, 2012
Issue to:	All Manual Holders	Page:	4 of 4
		Replaces:	NEW
Issued by:	Information Technology Department	Dated:	Feb 29, 2012

Exhibit 1
Computer Inspection form/Checklist

Inspection Date: _____
Inspector: _____
Item: _____

Model #: _____
Serial #: _____
Equipment Category: _____

Windows

Yes/No

1. Is the Processor: Intel Core 2 Duo, Intel Pentium D, Pentium 4 HT, Celeron D, Celeron 4xx, 800/1066 MHz FSB or greater
2. Is the Hard Drive 80 GB 7200 RPM or greater
3. Is the Memory 2 GB DDR2 SDRAM or greater
4. Is the CD-Rom DVD Compatible
5. Is there a Video and NIC card
6. Is the Operating system Windows XP Pro, SP3, Linux version 2 or newer

Apple

1. Is the processor Intel Core 2 Duo or greater
2. Is the Hard Drive 80 GB 7200 RPM or greater
3. Is the Memory 1 GB DDR2 SDRAM or greater
4. Is the CD-Rom DVD Compatible
5. Is there a Video and NIC card
6. Is the Operating systems Lion or newer