

OIS 24 – Standard for Office Computer Purchases

I. STANDARD STATEMENT

University Technology Solutions (UTS) is tasked with providing support for computer equipment at the university.

II. RATIONALE

This standard supports HOP Policy 8-12 Information Resources Use and Security Policy

III. SCOPE

This standard applies to all UTSA faculty, staff, and students.

IV. CONTACTS

The Office of Information Security
informationsecurity@utsa.edu

V. PROCEDURES

A. In order to provide the best possible customer service, it is important to attempt to strike a balance between providing requirements for supportable hardware or software and allowing the university community to acquire the equipment they need. Therefore, the following purchasing guidelines must be followed:

1. All Windows-based laptop and desktop computers purchased for office use after October 1, 2013 must have a Trusted Platform Module (TPM) chip installed. The inclusion of a TPM chip allows for the installation of data encryption software, which is required for all university-owned laptops and desktops, as mandated by UT System.
2. All Apple computers must have the most current operating system installed. University Technology Solutions (UTS) will not provide support for computers running an operating system earlier than Mac OS X 10.7.
3. Computer purchases will be reviewed by the UTSA Purchasing Department to ensure this standard is being followed.
4. Any deviation from these guidelines must be submitted to and approved by the UTSA Office of Information Security.

B. Additional Recommendations

1. Purchasing an Apple computer to run exclusively in the Windows environment is strongly discouraged. If you intend to run a Windows operating system on your computer, UTS recommends you purchase a Windows-based machine.
2. Faculty and staff members with questions about computer equipment can contact UTS Tech Cafe, via email at techcafe@utsa.edu or by calling 210-458-5555.

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