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Policy

UNIVERSITY POLICY IT-06.02-05/23

TO: The University of West Florida Community

FROM: Dr. Martha D. Saunders, President

SUBJECT: Endpoint Computing Workstations

RESPONSIBLE OFFICE: Information Technology Services

I. Purpose:

The purpose of this policy is to establish the standards for endpoint computing workstation (Device) safety and security as well as to maximize efficiency and minimize support costs to the University via enterprise management.

II. Definitions:

Device – a UWF-owned mobile laptop/tablet or desktop computer.

Enterprise Management Systems – technical tools employed by IT support teams to reduce the risk of loss or damage to the Device, prevent unauthorized access to the data contained on the Device, and to the data that the Device has access to on the UWF network. Enterprise management enables the organization to efficiently inventory, configure, control, and secure the software on these Devices.

Users – all faculty, staff, contractors and subcontractors, temporary personnel, student workers (paid and unpaid), and the like

III. Policy:

All Devices will be enrolled into at least one of UWF's Centralized Enterprise Management systems by UWF IT support staff (Information Technology Services or Local Support Providers) unless the Device qualifies for an exemption due to business or technical reasons.

Devices will be configured to a minimum standard (Endpoint Workstation Minimum Standard) designed to safeguard the University's protected information/data on the UWF network and on public networks.

A. Compliance

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Violations of this policy may lead to the suspension or revocation of system privileges and/or disciplinary action up to and including termination of employment. We reserve the right to advise appropriate authorities of any violation of the law.

B. Exemptions

Submissions for exemptions will be approved by the UWF CISO or designee and will be based on the Device's explicit business purpose or approved technical limitations. Appropriate compensating controls may be required for the Device's use. To request an exemption for a Device from complying with this policy, an IT Request ticket should be submitted through the University's service desk system.

C. Accountability

The office of Internal Auditing & Management Consulting, with advice and assistance from the office of Information Technology Services, will periodically monitor for compliance with this policy and the controls created to safeguard UWF and its assets.

Approved by: DocuSigned by: Martha Saunders D54A387C376848D... **Date:** 05/19/2023

Dr. Martha D. Saunders

Authority: BOG Regulation 1.001, University Board of Trustees Powers and Duties
BOG Regulation 3.0075, Security of Data Related Information Technology Resources
IT-04, Information Security and Privacy Policy

Cross Ref.: None

History: Adopted April 2020; reviewed and minimally revised May 2023

Last Review: May 2023