

USOE Official IT Policies and Procedures	
Policy: USOE Owned Macintosh Computers	
Subject: USOE Owned Macintosh Computers Usage Requirements and Acceptable Use Agreement	Data Modified: 04/21/2009
Purpose: To protect the USOE data and network. This policy serves as a supplement to all other USOE policies regarding acceptable use, hardware, software, data handling, etc.	

1. USOE Owned Macintosh Computer Request Usage Requirements:

Any USOE Employee requesting to use a Macintosh Computer must provide in writing the following information to the Network Team via the Help Desk System:

- The intended use of the Macintosh.
- Detailed explanation of why a windows machine could not be used.
- A list of all required software that will be needed for work related purposes.
- If usage of the Macintosh is approved, the USOE Owned Macintosh Computer's Acceptable Use Agreement below must be completed and submitted to the USOE Network Team.

2. USOE Owned Macintosh Computer's Acceptable Use Agreement:

- I will not connect the Macintosh Computer to the USOE Internal Network or any network resource.
- I understand I may only connect the Macintosh Computer to an isolated network such as the guest wireless system or the Mac Lab in Curriculum's area in the basement.
- I will install virus protection and a local firewall and keep all software updated at all times on the Macintosh Computer.
- I will not store any USOE data on the Macintosh Computer.
- I will not install any non-work related software on the Macintosh Computer and understand that all non-work related software as part of the initial install will be removed.
- I understand the USOE Network Team will not provide technical support for the Macintosh Computer.
- I understand the Macintosh Computer may be requested by the Network Team at anytime and is subject to monitoring and inspection.

Employee Name: _____

Work Phone: _____ Employee ID: _____

Department/Unit: _____ Position: _____

Employee Signature: _____ Date: _____

Supervisor Name _____

Supervisor Signature: _____ Date: _____