These policies have been approved by the UW Biochemistry faculty (September 24, 2008) and summarize the privileges and responsibilities of department faculty, staff and students with regard to common Information Technology and Media Center resources. The attached signature page acknowledges you have received a copy of these policies. Please read these policies, complete the form, and return it to the department office.

Biochemistry IT & MC Policies

General

Biochemistry Department users* are granted the use of:
- File server - access to private and group storage
- Department-owned software - Adobe Creative Suite, EndNote, etc...
- Department-owned AV equipment - laptop computers, portable projectors, etc...
- Network - access to departmental network resources

(*users include: Biochem faculty, their lab groups, entering graduate students, department staff or other personnel so designated by IT & MC)

Email
Users are granted access to a WiscMail account provided by the University. By default, WiscMail accounts have a 200MB quota. Biochemistry may increase this quota if justified. All WiscMail accounts are managed by DoIT and follow their security policies and rules. For more information about WisMail please see *http://kb.wisc.edu/wiscmail/index.php*. In some cases the department may offer a WiscMail Plus account. These accounts are provided at the discretion of the IT group.

File Server
File Server storage is intended for research and academic purposes only. The file server is not intended for private, non-academic use or as a place to "backup" your computer. For example, system files, common applications and their installers, cache files and other non-user generated files should not be backed up to the server. Files not related to academic or research purposes may be removed at any time without warning. Failure to follow these guidelines may result in denial of file server privileges.

Users are given 20GB of private storage and Labs receive 100GB of group storage by default. Increases may be allowed if justified. Account access is disabled upon termination. User folders are archived for a minimum of three months. Lab folders and PI accounts are archived for a minimum of six months. At the end of this term, lab folders and PI user folders will be permanently deleted. Access may be restored after archival if needed but cannot be restored after removal. *Exceptions may be allowed at IT discretion.*

Collaborators may be granted extended or temporary access to the file server as needed. Collaborators will only have access to group storage and will not be given a user folder. Collaborators must be verified every three months and IT should be notified immediately when collaborator access is no longer necessary so access can be removed.

Department-owned AV Equipment
Users have access to IT & MC laptop computers and portable projectors for short-term checkout. Users must be identified by IT & MC staff, and may be asked for identification. Users are responsible for all damage (beyond normal wear and tear) that occurs while equipment is checked out.

Network
Computers may be connected to the department network only if they meet basic software and security guidelines defined by IT. Computers posing any perceived threat to the network infrastructure will be disconnected from the network until remedied. Antivirus software must be installed, active and up-to-date on ALL computers connected to the network. DoIT provides antivirus software for free to all students and staff of the university. File sharing software (such as LimeWire, BitTorrent and other similar P2P applications) may not be utilized on the Biochemistry network except in instances where it is used for academic or research purposes.

Backup
Data stored on the departmental file server is backed up once a day and retained for a minimum of one week. IT provides a "best effort" level of restore capability. In most cases files can be quickly restored as long as IT is contacted while a restore file is still available.

Hard drives of specified (faculty-determined) computers (two per group and up to 200GB total) may be backed up by the IT using the client backup system. These backups are only intended for disaster recovery and the services is only provided on a "best effort" basis. Up to 200GB of space is also available to each PI for *Time Machine* backups on Mac OS X 10.5 or greater machines. *Exceptions may be allowed at IT discretion.* **All users are strongly encouraged to store all research related files on the file server to ensure data integrity.**

"We Conserve" Commitment
In support of the campus "We Conserve" program, the Biochemistry Department has developed a Biochemistry IT Power Conservation Plan that can be found at the end of this document. All computers used in the Biochemistry Department should be configured to conform to this plan.

Appropriate Use

Passwords
It is recommended that computers used in the Biochemistry department require a password to login. <u>If a password is not required to login, no passwords to access Biochemistry owned systems can be stored/saved on the computer.</u> In addition, any "secure" data may not be stored on the computer.

It is also strongly advised that passwords be required to be entered after screen savers are active, the computer goes to sleep or any other situation where the user is no longer actively using the computer. This prevents unauthorized access to departmental resources.

All passwords used in the Biochemistry department must adhere to the UW-Madison Password Policy. *http://www.cio.wisc.edu/policies/password.aspx*

Department-owned Software
Users have access to department-purchased software. Software installation must be requested through IT & MC. Users may not copy, distribute, or transfer this software in any form. Users are responsible for removing department-owned software from their personal computers at termination. Users must adhere to the terms of the license agreement, for example, University licensed Microsoft software can only be installed on departmentally owned computers.

Computer usage
Computer usage within the Department of Biochemistry is governed by the rules specified in the University's (DoIT) Appropriate Use Policy as summarized at:
 http://www.cio.wisc.edu/policies/appropriateuse.aspx

Violation of University rules governing appropriate use of IT resources may result in loss of access privileges, University disciplinary action, and/or criminal prosecution.

Biochemistry IT Power Conservation Plan

In support of the campus "We Conserve" program, the College of Agricultural and Life Sciences is directing that departments develop and implement a computer power management plan which will contribute to the campus goal of reducing energy consumption by 20% before 2010.

The Biochemistry Department fully supports this initiative and has developed the following plan to help reduce our computer related power consumption. Estimates suggest that up to 85% of energy used by computers occurs when they are idle.

Computer Energy Saving Settings

Power saving features should be activated on all (exceptions below) computers in the department. When not in use, computers, monitor and other computer related equipment should be turned off; even when a computer is in sleep mode it is consuming power. Because computers use 60 to 90 watts when active, activating power management settings can save up to $50 per computer annually.

The Biochemistry Department recommends the following settings:

    Display Sleep/Standby - 15 minutes
    Hard Drive - 5 to 10 minutes (if adjustable)
    Computer Sleep/Standby - 30 minutes

The Biochemistry Department also STRONGLY recommends activating the following features:

    Screen Saver - 10 minutes (max)
    Password Lock - Activate any settings that require a password be entered after the screen saver or
        sleep modes are activated.
    Automatic Software Updates - Software updates should be set to run automatically or be manually run
        on a regular (weekly) basis.

Exceptions:

    Any computer acting as a server. These instances should be very limited as the departmental file
        server should be used.
    Computers connected to specialized equipment or running specialized software in which the vendor
        requires the power saving settings be disabled. The reason these services can not be activated
        should be provided by the vendor.
    Situations where activating the power savings settings causes issues with research, teaching or other
        departmental activities. In this instance please contact IT to confirm there is not a better way to
        resolve the issue.
    Computers that are backed up should be checked to make sure the sleep settings are not interfering
        with scheduled backups.

Other IT Related Devices

Power saving features should be activated on all electronic devices when available. For example, printers, copiers and other electronic devices should have their power savings features activated. When not in use electronic devices should be turned off to conserve power.

Recycling

All electronic equipment should be disposed of properly. In most cases this means items should be brought to IT and sent through SWAP.

Purchasing Recommendations

Please consider the following suggestions when considering any electronic purchase:

Purchase Energy Star compliant devices whenever possible.
Consider replacing CRT monitors with LCD monitors. Except in certain instances only LCD or other lower energy monitors should be purchased.
IT can help when considering computer purchases. Some processors utilize less power than others for example.
Consider that spending a little more for a more power friendly device initially may save a considerable amount of money over the life of the equipment.

<u>Biochemistry IT & MC Policy</u>

All members of the Biochemistry Department are required to have a signed, Biochemistry IT & MC Policy form on file with the Dept. office.

Please check the appropriate box, sign below, then return to the Dept Office.

Appropriate Use

I have received a copy of the "Biochemistry IT & MC Policy" (version September 24, 2008) and understand the stated policies govern my rights, responsibilities and consequences with regard to access and use of departmental information technology, hardware and software resources.

☐   YES   ☐   NO

_____   _____
    signature   date

_____
    name (printed)