

POLICY NO. 208.9

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APPROVED:	
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I. Policy Statement

The California Maritime Academy's (the Academy) information technology hardware need to be properly configured, managed, maintained and protected in order to provide users with continuous information technology processing support.

It is the responsibility of the owner of information technology hardware resources to ensure that hardware used at the Academy is current and up-to-date. Each owner must ensure that he/she budgets the refresh of information technology hardware on a timely basis.

See Policy 208.8, *Information Technology Hardware Standards*.

II. Principles

Information Technology hardware is purchased by various members of the Academy to support the Academy's goals and objectives. Hardware is selected on the basis of Information Technology hardware standards set by the Academy.

The Academy attempts to purchase hardware based on its ability to support those platforms on an on-going basis. For information technology hardware to be effective and "maintainable" by the Academy, it should be on as current a version as possible.

All significant information technology hardware must have a service maintenance agreement or some method to insure the continued operation of that hardware. All Academy hardware must be serviced and maintained by Academy personnel or authorized service providers.

III. Deployment

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The Academy defines information technology standards during its Information Technology Strategic planning process.

Purchasing will direct all requests for information technology hardware to the Information Technology department who will review the purchase and ensure it conforms to the standards of the Academy.

Owners of the information technology hardware are responsible for the operation, documentation and, if necessary, training on use of the hardware.

IV. Monitoring

Owners of information technology hardware are responsible for determining what hardware needs to be updated during each budget cycle. Owners of information technology hardware should work with the Information Technology Department to ensure that the hardware is kept in compliance with the Academy's standards.

As hardware is updated, owners are also responsible for update of documentation and, if necessary, training on the use of the hardware.

V. Documentation Requirements

The Information Systems Department maintains a record of all information technology hardware used at the Academy.

See Policy 208.8, Information Technology Hardware Standards

VI. Definitions

Owner: A designated person who is responsible for the information technology resources administration functions.

Version: A number or designation determined by the creator of a specific software product to track the age of the software (e.g. Word 95 being older than Word 97).

VII. Other References

Information Technology Hardware Standards, Policy 208.8 Information Technology Strategic Planning Process, Policy 208.3