

Desktop and Laptop Usage - Policy

Ver 1.0



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1. Overview

Assets like Desktops and Laptops have become an integral part of the organizations. Most of the end user data lie in the local hard drive; hence, it is important for users to understand the appropriate use of desktops/ laptops.

2. Purpose

The purpose of this policy is to ensure the acceptable and non-acceptable use of desktop/laptop and other information technology (IT) resources that are owned, leased, or controlled by Amar Ujala.

3. Scope

This policy covers the use of all Amar Ujala resources (e.g., desktop computers, laptops, printers, disk space storage, software, telecommunications equipment, networks, Internet, E-mail, etc.) and supporting infrastructure that is owned, leased, or controlled by Amar Ujala and used by its employees, contractors, interns, or other personnel at all locations.

4. Policy

4.1 Any license software would be installed after financial prior approval of their CFH (Ex: MS Office, Acrobat professional etc.). Desktops and Laptops would be provided with minimal software by the IT Team. The list is as follows:

Operating System:

- MS Windows/Linux
- MS Office/Open Office

Additionally based on functional requirement following software shall be installed:-

- Oracle- ERP Module
- Add-Pro, News-Pro or other business suite as required.
- IE 6.0 or higher
- Adobe Reader or Any other PDF reader
- Network Printer

4.2 Users are not allowed to install software onto their workstations. If an additional program or product is required to accomplish a legitimate business function, then an approval of the Business Head to be sought and submitted to IT. The IT team will arrange/install the product after verifying that all requirements for licensing and approval have been met.

4.3 The workstations may be pre-configured with applications and policies such as 'inactivity time-outs' and 'antivirus' software. Users are not allowed to modify or turn-off these settings or applications. If they are interfering with the execution of his/her daily duties then the user should contact the IT Support Team to have any modifications made with the approval of the HOD.

4.4 Workstations should be locked or shutdown when they are not in use and at the end of the work day. At no time should computers be left logged in and unattended for an extended period of time. It is the responsibility of the user to secure or lock their workstations or Laptops.

4.5 User should contact the IT Support Team if the workstation is not working properly. Only the IT Helpdesk team is authorized to repair, replace, or modify the hardware or software of the workstation. The employee needs to log a call at IT Helpdesk for up-gradation of any hardware allocated to the user.

4.6 If a user wants to shift any hardware device (Like CPU, Monitor, Keyboard, Mouse etc..) to a different location, it needs to be approved by the Department head and then by the IT.

4.7 Users are not allowed to play games and multimedia files. Multimedia files like Audio/Video; songs etc and media players are restricted inside the Work premises.

4.8 IT team shall be responsible for timely renewal of AMC's and warranty related to IT equipments and their related services will also be handled by IT team.

4.9 It is the sole responsibility of end user to back up their important data (Ex: Mails, documents etc.), periodically. IT can facilitate in taking the data backup, however, responsibility still lies with the end user.

5. Policy Compliance

5.1 Compliance Measurement

The Infosec team of IT will verify compliance to this policy through various methods, including but not limited to, periodic walk-thru, remote monitoring, business tool reports, internal and external audits, and provide feedback to the policy owner.

5.2 Exceptions

Any exception to the policy must be approved by the Infosec team of IT in advance.

5.3 Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action as per Amar Ujala's policy

6. Definitions and Terms

Organization mentioned in the document means Amar Ujala.

7. Revision History

Date of Change	Responsible	Summary of Change
Nov 2014	IT Helpdesk Team	