Graduate/Student Assistant IT Policy
Updated: Summer 2020

- Introduction of the IT staff:
  - Dave Costello: Databases, general issues.
  - Denise Adamski: Instructional support
  - Nick Battaglia: Network administration
  - Eugene Colucci: Website
  - Marina Jarnot: Website
  - Chuck Pustelnik: Website
  - Contact: 645-3210 or mgt-it@buffalo.edu
  - Work order form: http://mgt2.buffalo.edu/apps/mgtwork/index.cfm

Data/Information:
- Due to your access of the administrative server, you have access to sensitive information that should not be misused or shared with other students. At all times, you are required to maintain the privacy of any, and all, data that becomes accessible to you.
- Failure to maintain this privacy could result in the loss of your MGMT network account.

Desktop Workstation:
- You are required to adhere to all UB computer policies.
  - The computer(s) you are assigned are school-owned. Do not install any software (Weather bug, screensavers, licensed or un-licensed software, games, etc.) without permission from a member of the IT staff.
  - Do not make any configuration changes to the workstation.
  - Do not connect to any peer-to-peer file sharing sites or download files to the computer that are not related to your job.
  - The computer should be shut down at the end of each day. This ensures all files and databases are closed for nightly back-up routines.
  - The computer must be locked if you leave the machine for any extended period of time, especially machines located in open areas such as reception desks.
  - Failure to abide by the policy could result in the loss of your MGMT network account.

Viruses and malware:
- Symantec Endpoint Protection is installed on all desktop computers. It is updated automatically with virus definitions and firewall rules when updates are available. Do not change the setup or configuration.
  - You are allowed to use your work computer for schoolwork. Prior to opening any document, you receive from fellow students or that was created on another computer, the document(s) should be scanned using Symantec Endpoint Protection. This includes email attachments. Please ask a member of the IT staff for directions.
  - It is your responsibility to immediately report any suspected issue and/or virus with your assigned computer to a member of the IT staff.
Network Server and Disk Space:

- C: and D: drives – any data stored to these drives will be lost if the computer fails or is re-imaged. You should utilize a personal flash drive or UB’s UBFS space for schoolwork or personal documents.

- K: drive or the administrative server: you must limit your usage for personal documents and remove any document(s) and folder(s) when you graduate or leave your current position.

- Movies, games, photos, and music files are strictly prohibited on the administrative server or local computer. Any such files found will be deleted.

School of Management Applications

- Depending on the office you work for and your duties, you may have access to and utilize Microsoft Access databases. Do not make any changes to forms, queries, tables, reports; this could result in problems for others or with the application.

- Do not move, change location, or change the name of any database.

Alarm Code

- Depending on the office suite you work in, you may be provided an alarm code. This alarm code is unique and confidential to you; it is never to be shared with anyone, including your supervisor. If you have any concern that someone knows your alarm code, contact a member of the IT staff to have it changed.

For Official Use Only:

Name (printed): _____________________ UBIT: ________________  
Signature: ________________________ Appt Thru: ________________  
Date: ___________________________ Dept: ________________  
(For IT Staff only): ________________ For IT Staff: ________________

Alarm Code: Yes_____ No____ Calendar Acct.: Yes_____ No____

Key: Yes_____ No____  If Yes, Office: ________________

Hub Token: Yes_____ No____

Alias: Yes_____ No____  If Yes, Alias Name: ________________

Institutional Social Media Accounts: Yes_____ No____

A social media or other external account that use UB branding/trademarks, or is integral to the business of the department