Office of Information Technology Policy

DESKTOP MANAGEMENT

Purpose:
The utilization of desktop power management will result in energy savings for the agency. Securing the desktop will result in fewer PC support requests (help desk calls, PC support staff assistance), enhance network security and facilitate standardization.

Policy:
1. *Power Management* - A reduction in desktop energy consumption can occur by user intervention and the utilization of power management features within the operating system.

> a) Agencies must require users to logoff and power down desktop personal computers (system units, monitors, direct attached printers, scanners, external drives, speakers and other peripheral equipment) at the end of the work week (usually each Friday).
> b) Agencies must configure all desktop PC's to utilize the power management features of the operating system that place the monitor and hard disk drive in a "sleep" mode after a period of inactivity no greater than sixty (60) minutes

2. *Secure the Desktop* - Agencies are required to disable administrative privileges (lockdown) on all user PCs, preventing unauthorized changes to PC configurations and the loading of unauthorized software. The agency IT Director may grant exemptions, based on job function on a case-by-case basis.

Scope:
Agencies under the authority of the Office of Information Technology pursuant to the provisions of R.S. 39:15.1, et seq., should develop policies that are specific to their environment to ensure compliance with this policy.

Responsibilities:
Each agency must develop a transition plan to ensure that all desktop PCs in it's inventory are configured to utilize power management and desktop lockdown as specified in items *1B* and *2* of this policy.

Agencies are required to determine which applications, if any are not compatible with the operating system power management feature. Desktop PCs using applications that meet this criteria will be exempt from item *1B* of this policy.

Effective Date:
> November 4, 2002
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