COLLEGE OF
Engineering, Architecture
&Technology

Antivirus Protection Policy and Procedure	Policies and Procedures CEAT-I-002 Effective Date: 12/10/15

Introduction

1.01 Although it is not specifically addressed in Oklahoma State University Policies and Procedures, the College of Engineering, Architecture, and Technology (CEAT) takes a proactive approach on issues affecting anti-virus protection in information technology. The purpose of the CEAT-I-002 Policy and Procedure is to detail CEAT's policy regarding anti-virus protection, direct CEAT Information Technology Services (ITS) staff on what is expected to successfully comply with this policy, and inform CEAT faculty and staff of the process involved with anti-virus protection.

Policy

2.01 CEAT understands the importance of providing a quality, effective anti-virus protection on all of its servers. As of June 2013, the OSU IT Division provides the anti-virus protection for the CEAT. CEAT ITS will ensure that all servers have an operating system that is compatible with the anti-virus protection provided by the OSU IT Division.

Procedure

3.01 Since the OSU IT Division provides the anti-virus protection for the CEAT, CEAT ITS will be responsible for all server operating system upgrades for compliance and compatibility with the anti-virus software provided by the OSU IT Division.

3.02 The upgrade process will be administered by CEAT ITS Senior System Administrator.

3.03 Upon the introduction of an anti-virus software or other security software update, a delay in updating some servers may occur (depending on the severity level of the update) until the scheduled date and time of the next update so that mission critical academic operations is not interrupted.

3.04 To ensure an automatic update of the anti-virus software on servers, all systems managed by CEAT ITS will be added to the OSU Active Directory (AD) domain.

3.05 The CEAT ITS Senior System Administrator will have the Group Policy Object (GPO) script to push out the necessary "definition" files to the systems that have joined the OSU domain.

3.06 Systems that have not joined the OSU domain must manually deploy the Microsoft Security Essential provided free of charge by Microsoft.

3.07 The CEAT faculty/staff member that manages servers not joined to the OSU domain will be responsible for the deployment of the anti-virus software.

Date review completed by CEAT ITS Management: 11/10/15

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Date approved by the CEAT Dean and CEAT Executive Council: 12/10/15