

(OPP-13)

DATE: February 1, 2016

FROM: Office of Physical Plant

TO: All Physical Plant Technical-Service Employees

SUBJECT: Computer Use Guidelines

Computers are an important tool for technical service employees. As such, it is important that access to computers and network resources are made available to the technical service workforce to complete their job duties and tasks responsibilities. This guidance addresses Office of Physical Plant (OPP) owned resources on and off shift, as well as non-OPP owned resources during an employee's shift. This guidance does not supersede or alter existing University-wide policies and guidelines governing proper computer access and use.

AUTHORIZED APPLICATIONS TO ACCESS PSU COMPUTERS AND NETWORK SERVICES

During assigned work time, University computers are to be used for University related business only. Typical business-related duties and tasks responsibilities are as follows:

- Time card data entry
- Benefits enrollment and Job Bidding
- Computer based training activities
- Work-related email
- Building Management Systems or CCS controls programs
- Work related vendor search, product data, and safety information

AUTHORIZED TIME TO USE COMPUTERS DURING ASSIGNED SHIFT

During assigned work time, University computers and network service utilization must be authorized by the employees' supervisor.

Where computer systems are an inherent part of any employees' jobs, employees are expected to access and utilize the systems to maintain the needs of the University, i.e. Building Management Systems.

Computers can be used for non-University business before and after their assigned shift, during their unpaid lunch break, or during their paid break, only if the computer is not needed by another individual who is currently on shift and is waiting for system access.

AUTHORIZED METHODS TO ACCESS OPP OR OTHER UNIVERSITY COMPUTERS

Technical service employees may access computers in publicly available computer labs during the lab's normal operating hours, to aid or complete their job duties and task responsibility. <http://clc.its.psu.edu/home>. However, OPP ITS does not directly support these computers, and any issues encountered cannot be rectified by OPP ITS.

Any computer provided by OPP and designated for use by technical service employees may be used to aid or complete their job duties and task responsibilities; this includes computers in the Physical Plant Building, and satellite location such as Area Service shops, Landscape shops, Waste Water Treatment, Power Plant, and alike.

Technical service employees are prohibited from using any departmentally controlled computer lab, except when written permission stating conditions of use has been obtained from the department and is authorized by the employee's supervisor.

The use of OPP owned portable computing devices at non-University locations is subject to the current approval process for tangible assets removal.

Note: For additional information regarding Computer and Network Security, reference Penn State Administrative [Policy AD20](#).

Established as policy October 25, 1990

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