



State of Illinois
Department of Central Management Services

STATE OF ILLINOIS ENTERPRISE DESKTOP/LAPTOP POLICY

Effective December 15, 2008

Revised: January 03, 2012

Version 1.1

State of Illinois
Department of Central Management Services
Bureau of Communication and Computer Services

ENTERPRISE
DESKTOP / LAPTOP POLICY

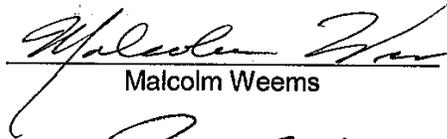
Effective December 15, 2008

Version 1.1

Revised January 03, 2012

APPROVAL SHEET

CMS Acting Director:


Malcolm Weems

Date: 1/27/12

CMS/BCCS Deputy Director:


Rich Fetter

Date: 1/23/12

CMS/BCCS Deputy General
Counsel:


Daymon Rutenberg

Date: 1/20/2011

CMS/BCCS Chief Information
Security Officer:


Rafael Diaz

Date: 1/23/12

Please Return to: CMS/BCCS
Chief Information Security Office
120 W. Jefferson
Springfield, IL 62702

Thank You.

Illinois Department of Central Management Services
Enterprise Desktop/Laptop Policy

TABLE OF CONTENTS

POLICY STATEMENT

PURPOSE

SCOPE

DEFINITIONS

RESPONSIBILITY

POLICY

Illinois Department of Central Management Services
Enterprise Desktop/Laptop Policy

POLICY STATEMENT

Department of Central Management Services, Bureau of Communication and Computer Services (CMS / BCCS) establishes the parameters for administering and securing State of Illinois Enterprise Desktop and Laptop Services and Assets.

PURPOSE

This policy ensures the proper administration of State of Illinois Enterprise Desktop and Laptop Services and Assets.

SCOPE

This policy applies to State of Illinois Enterprise Laptop and Desktop Services and Assets that are supported by CMS/BCCS.

DEFINITIONS

Definitions for terms used in this policy can be found in the *BCCS Terminology Glossary* located at <http://bccs.illinois.gov> . The terms and definitions listed below are meaningful for this policy. In the event of conflict between the definition in the *BCCS Terminology Glossary* and the definition contained in this policy, the definition below shall control for this Policy.

1. **CMS/BCCS Service Catalog** – a collection of CMS/BCCS products and services offered to select State Agencies, Boards and Commissions under the Illinois Governor’s jurisdiction.
2. **State of Illinois Enterprise Desktop and Laptop Services and Assets** – services that comprise all PC and Laptop related services including but not limited to the following asserts: desktops, laptops, printers, and other peripheral devices for select agencies, boards and commissions under the Governor’s jurisdiction.

RESPONSIBILITY

1. In order to implement this policy, CMS may establish procedures and designate responsibility to specific personnel. Each Agency may also establish procedures and assign responsibility to specific agency personnel to achieve policy compliance.
2. CMS/BCCS is responsible for providing maintenance, support and security to the infrastructure and resources established for the Illinois Desktop and Laptop Services and Assets.
3. Users are responsible for understanding and adhering to this policy.

Illinois Department of Central Management Services
Enterprise Desktop/Laptop Policy

POLICY

1. Each end-user agency will: a) maintain possession of the assets, b) safeguard the assets, and c) maintain inventory reconciliation.
2. Changes to the location or user of a fixed asset must be implemented via the CMS/BCCS Enterprise Service Request (ESR) process.
3. End-user agencies must promptly report the loss or theft of assets to the proper authorities and to CMS/BCCS Helpdesk.
4. All desktop and laptop computers shall be configured according to CMS/BCCS approved architecture standards.
5. All Enterprise Desktop and Laptop Services are provided in accordance with the CMS/BCCS Service Catalog.
6. All requests for exceptions to this policy shall be submitted via the ESR process.