Graduate/Student Assistant IT Policy

Updated: Summer 2022

- 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

    - Kevin Hartman: Instructional Support

    - 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.

- 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 **NOT** be shut down at the end of each day but should be signed out. Files and databases are to be 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:

- Microsoft Endpoint Manager is installed on all desktop computers. It is updated automatically with virus definitions and firewall rules when updates are available.

- 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 should not use for personal documents. Any personal files will be removed.

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

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: _____ Date: _____

End Date: _____ Dept: _____

Network Access: _____ Work Acct Username: _____

Alarm Code: Yes_____No_____ Mailroom access: Yes _____ No _____

Key: Yes_____No_____ If Yes, Office: _____

Alias: Yes_____No_____ If Yes, Alias Name: _____

Calendar access: Yes_____No_____

UBCMS Access & Workflow: 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.