

A Guideline for PSU Computer Lab Blackout and Lockdown Dates:

Purpose: The purpose of this document is to establish guidelines and regulations regarding the blackout and lockdown dates of Pittsburg State University computer labs during certain periods to ensure effective installations (hardware, software, network, etc), testing, maintenance, security, and operational efficiency by team members from the Office of Information Technology Services.

Scope: This policy applies to all computer labs operated at Pittsburg State University.

Blackout Dates:

1. **Definition of Blackout Dates:** Blackout dates refer to specific periods during which Pittsburg State University computer labs will be closed to clients. These blackout dates may include but are not limited to dates necessary to prepare for each semester of instruction, holidays, academic breaks, scheduled maintenance periods, and other dates deemed necessary to support instructional, security, or emergency needs. **NOTE:** We will not install software updates, patches, etc. if we have reason to believe that there will be a negative impact on instruction. Such installs will require further discussion between ITS and administration.
2. **Notification:** Every effort to notify the university community through official channels of upcoming blackout dates will be provided to at least two weeks in advance, save emergency situations. This notification will include the estimated dates affected, the reason for the blackout, and any alternative arrangements for computer access during the blackout period.
3. **Closure and Access Restrictions:** During blackout dates, specified Pittsburg State University computer labs will be closed to users. Access to these facilities will be restricted to authorized personnel responsible for installations, testing, maintenance, security, or other essential tasks.
4. **Alternative Arrangements:** Pittsburg State University will make every effort to provide alternative arrangements for computer access during blackout dates whenever feasible. This may include extending operating hours before or after the blackout period, providing access to alternative computer facilities, or offering remote access to necessary resources if available.
5. **Enforcement:** Compliance with blackout dates is mandatory for all users of Pittsburg State University computer labs.
6. **Review and Revision:** Blackout dates will be reviewed annually to ensure its effectiveness and relevance. Revisions will be made as necessary to address changing circumstances or requirements.

Lockdown Dates:

1. **Definition of Software Lockdown Dates:** The date that software installations, changes, upgrades, additions, etc to computer labs must be finalized by PSU clients in order for ITS to prepare for upcoming instructional needs.

2. Software Approval: It is critical that academic departments work closely as a team to select software that supports instructional objectives. **ITS will require the College Dean to sign off on one final list of all software to be installed in each lab.** NOTE: All departments funding the needed software are responsible for their own software purchases. The depts should work closely with the vendor to ensure that they place orders in ample time for ITS to perform installations for upcoming semesters. Ordering too late could result in the software not being installed and tested in time for the academic semester.
3. Software Lockdown Dates: All software installations, changes, upgrades, additions, etc needed in computer labs must be determined by the below dates for the listed semesters. NOTE: ITS will not install software if we have reason to believe that there will be a negative impact on instruction. Such installs will require further discussion between ITS and administration.
 - a. **Lab Software Lockdown Dates for Fall 2024: April 1, 2024**
 - b. **Lab Software Lockdown Date for Spring 2025: Nov 15, 2024**
4. Software Requirements: To perform software changes in computer labs, ITS requires:
 - a. **A copy of the software.**
 - b. **All required license keys and/or serials required for installation.**
5. Hardware Requirements: ITS staff will look at the required specifications of the requested software and make sure it will run on any lab hardware before installing it. If the hardware in the lab does not meet the requirements to run the software, ITS staff will work with the parties involved on possible alternatives. All software installed on lab machines is subject to testing with other software and hardware for compatibility and potential conflicts before being mass deployed to university lab computers.
6. Network Requirements: ITS staff will look at the required specifications of the requested software and hardware to make sure it will support the needs requested before installation. If the network requirements to run these IT resources need updated, ITS staff will work with the parties involved on possible alternatives.

Responsibility: It is the responsibility of all Pittsburg State University students, faculty, staff, and visitors to adhere to the provisions outlined in this document. Any questions or concerns regarding this policy should be directed to support@pittstate.edu.

Established: February of 2024

Reviewed Annually by: ITS Leadership and ITS Campus Services Team Members