CLIENT COMPUTING BACKUP POLICY

The University of Arkansas at Pine Bluff is committed to a computing system, which effectively meets the needs of users. The University of Arkansas at Pine Bluff enhances teaching, research, service and activities, which support them, provides computing resources.

Individuals who are granted computing accounts or use computing resources at the University of Arkansas at Pine Bluff accept responsibility with such access. Each user is expected to use accounts or resources within the University approved educational, research, or administrative purposes for which they are granted. Activities beyond these stated purposes are strictly prohibited.

A Client Computing Backup Use Policy for the University is stated below. This document describes the overall policy and expectations related to the backup of business important files which reside on client computing equipment. Violations of this policy will be reviewed through established University judicial and administrative procedures. Actions to restrict computer usage may be challenged through the same procedures.

These documents have been voluntarily contributed by NOREX members with the full knowledge that other members may use them in any manner they see fit.   University of Arkansas Pine Bluff is a member of NOREX.

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Introduction

For the purposes of work and business productivity, it may be necessary to store university's data and files on university client computing equipment (laptops and desktops). Care should be taken that if such equipment is lost, damaged, or destroyed the important university data on the client computing equipment can be recovered from another location.

Purpose

The purpose of this document is to describe the overall policy and expectations related to the backup of business important files which reside on client computing equipment.

Scope

This policy applies to all authorized users of University of Arkansas at Pine Bluff's client computing systems. This document does not define any policies related to storage of archived email (PST files) and such files should not be considered business important files subject to this policy.

Definitions

- IT: Information Technology, the groups that provide support to the business for computing systems and services.

- Business files: Files that contain business information that could cause business interruption, or repetition of effort. Generally this is office productivity files such as MS office files, adobe PDF files, etc.

- Business data: Application data files that contain business information that could cause business interruption, or repetition of effort. Generally this would be database files, and other data stores.

Policy

- All business data must be backed up and secured.

- The end user must assure that data backed up onto USB or other removable media is stored in a secured locked location.