

# Information Technology Policy

## Desktop and Laptop Operating System Standards

<b>ITP Number</b> ITP-PLT017	<b>Effective Date</b> November 20, 2009
<b>Category</b> Platform	<b>Supersedes</b> None
<b>Contact</b> <a href="mailto:RA-ITCentral@pa.gov">RA-ITCentral@pa.gov</a>	<b>Scheduled Review</b> November 2022

### 1. Purpose

This Information Technology Policy (ITP) provides direction regarding the provisioning and use of desktop, laptop, and tablet (collectively known as “PCs” in this policy) operating systems by agencies. Setting and implementing desktop, laptop, and tablet standards allows the Commonwealth to provide efficient information technology support.

### 2. Scope

This ITP applies to all departments, offices, boards, commissions and councils under the Governor’s jurisdiction (hereinafter referred to as “agencies”). Agencies not under the Governor’s jurisdiction are strongly encouraged to follow this ITP.

Third-party vendors, licensors, contractors, or suppliers shall meet the requirements of this ITP that are applicable to the services provided to the Commonwealth as outlined in the Responsibilities Section.

### 3. Policy

Agencies are to utilize the appropriate Commonwealth of Pennsylvania contracts for software to procure operating system software. Follow the criteria outlined in ITP-BUS002 *IT Investment Review Process*.

Agencies deploying Microsoft Windows 10 operating systems on PCs must adhere to OPD-PLT017A *Windows 10 Configuration Requirements*. Agencies that deploy versions of Windows 10 operating systems that are not compliant with this ITP and OPD-PLT017A, risk having those devices removed and/or blocked from Commonwealth [IT Resources](#). Refer to [ITP-SEC007 Minimum Standards for IDs, Passwords, Sessions and Multi-Factor Authentication](#) and OPD- SEC007A *Configurations for IDs, Passwords, and Multi-Factor Authentication* (authorized personnel only) for additional configuration guidance.

Agencies are to standardize on one or more of the current operating system standards listed in the Current Standards table in STD-PLT017C *Desktop and Laptop Operating Products and Standards*. The current standards have been tested for compatibility with enterprise applications. If a product is not listed within the Standards table, agencies must obtain an approved IT policy waiver before procuring or deploying a non-standard product. Emerging/Research Technologies also require an approved IT policy waiver. Refer to Section 8 for waiver guidance.

Windows 7 Operating System Guidance: Any Commonwealth desktop/laptop running Windows 7 (32/64 bit; any build) after 01/14/2020 will be required to obtain an approved IT policy waiver against this policy for continued use. Refer to Section 8 for waiver guidance.

### 4. Responsibilities

**4.1 Agencies** shall adhere to the policies presented in this ITP.

**4.2 OA/OIT** shall coordinate with the agency's Continuity of Operations Program Manager to ensure that all software supporting essential functions (i.e., business or IT) are properly categorized and submitted in the Application Inventory (AI) and aligned to the enterprise online continuity planning software.

**4.3 Third-party vendors, licensors, contractors, or suppliers** providing devices that connect to the Commonwealth network must meet the requirements outlined in this ITP

## 5. Related ITPs/Other References

Definitions of associated terms of this policy are published on the Office of Administration's public portal: <http://www.oa.pa.gov/Policies/Pages/Glossary.aspx>

Commonwealth policies, including Executive Orders, Management Directives, and IT Policies are published on the Office of Administration's public portal:

<http://www.oa.pa.gov/Policies/Pages/default.aspx>

- [Management Directive 205.34](#) Amended *Commonwealth of Pennsylvania Information Technology Acceptable Use Policy*
- [Management Directive 205.41](#) *Commonwealth of Pennsylvania Continuity of Operations (COOP) Program*
- OPD-PLT017A *Windows 10 Configurations Requirements*
- OPD-PLT017B *Workstation Naming Standards (authorized CWOPA personnel only) Contact [RA-ITCentral@pa.gov](mailto:RA-ITCentral@pa.gov) for access.*
- STD-PLT017C *Desktop and Laptop Operating Products and Standards*
- [ITP-ACC001](#) *Information Technology Digital Accessibility Policy*
- [ITP-BUS004](#) *IT Policy Waiver Review Process*
- [ITP-BUS002](#) *IT Investment Review Process*
- [ITP-SEC007](#) *Minimum Standards for IDs, Passwords, Sessions, and Multi-Factor Authentication*
- OPD-SEC007A *Configurations for IDs, Passwords, and Multi-Factor Authentication (authorized CWOPA personnel only) Contact [RA-ITCentral@pa.gov](mailto:RA-ITCentral@pa.gov) for access.*
- [ITP-SFT006](#) *Internet Browser Policy*
- [ITP-SYM006](#) *Desktop and Server Software Patching Policy*

## 6. Authority

[Executive Order 2016-06](#) *Enterprise Information Technology Governance*

## 7. Publication Version Control

It is the [Authorized User](#)'s responsibility to ensure they have the latest version of this publication, which appears on <https://itcentral.pa.gov> for Commonwealth personnel and on the Office of Administration public portal: <http://www.oa.pa.gov/Policies/Pages/default.aspx>. Questions regarding this publication are to be directed to [RA-ITCentral@pa.gov](mailto:RA-ITCentral@pa.gov).

## 8. Exemption from This Policy

In the event an agency chooses to seek an exemption from the guidance within this ITP, a request for a policy waiver is to be submitted via the enterprise IT policy waiver process. Refer to [ITP-BUS004 IT Waiver Review Process](#) for guidance.

This chart contains a history of this publication's revisions. Redline documents detail the revisions and are available to CWOPA users only.

Version	Date	Purpose of Revision	Redline
Original	11/20/2009	Base Document	N/A
	04/02/2014	Moved Windows XP to retire status and Windows 8.1 as an emerging standard. Merged STD-PLT017A into ITP.	N/A
Revision	02/26/2016	<ul style="list-style-type: none"> <li>Added tablets to list of PCs</li> <li>Removed Background and Objectives sections</li> <li>Moved Windows 8.1 (32/64 bit) to Current Technology from Research Technology status</li> <li>Added Windows 10 (32/64 bit) to Emerging Technology</li> </ul>	N/A
		<ul style="list-style-type: none"> <li>Added OPD-PLT017A Supporting Document</li> <li>Removed OS imaging language</li> <li>Referenced COPPAR for idle logout exemptions</li> <li>Removed vendor references</li> <li>Added a number of ITP references</li> </ul>	
Revision	09/21/2016	<ul style="list-style-type: none"> <li>Moved Windows OS 10 to Current standard</li> <li>Moved Windows OS 7 and 8.1 to Contain standard</li> <li>Removed Note regarding Windows-based tablets required to run Windows OS 8.1</li> <li>Added Exemption section</li> </ul>	N/A
Revision	09/13/2019	<ul style="list-style-type: none"> <li>Added OPD-PLT017B <i>Workstation Naming Standards</i></li> <li>Revised language throughout for clarity</li> <li>Added/updated policy references</li> <li>Updated Current and Contain Product Standards for Windows 10 builds</li> <li>Removed Retired Product Standard table</li> </ul>	<a href="#">Revised IT Policy Redline &lt;09/13/2019&gt;</a>
Revision	02/20/2020	<ul style="list-style-type: none"> <li>Removed Microsoft Windows 7 from Contain, now retired.</li> <li>Added clarifying language about use of non-listed products in Standards table</li> <li>Clarified language throughout</li> </ul>	<a href="#">Revised IT Policy Redline &lt;02/20/2020&gt;</a>
Revision	11/24/2021	<ul style="list-style-type: none"> <li>Added STD-PLT017C Desktop and Laptop Operating Products and Standards</li> <li>Updated Responsibilities Section</li> <li>Updated Related ITPs/Other References Section and added hyperlinks</li> </ul>	<a href="#">Revised IT Policy Redline &lt;11/24/2021&gt;</a>