

# 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> September 2017

### 1. Purpose

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

### 2. Scope

This Information Technology Policy (ITP) applies to all departments, boards, commissions and councils under the Governor’s jurisdiction. Agencies not under the Governor’s jurisdiction are strongly encouraged to follow this ITP.

### 3. Policy

Agencies are to utilize the current Commonwealth of Pennsylvania contract for software, to procure operating system software. View the Office of Administration, Office for Information Technology [IT Procurement site](#) and ITP-PRO001- *IT Procurement Review Process* for more information.

Agencies deploying Windows 10 operating systems must adhere to OPD-PLT017A *Windows 10 Configuration Requirements*. Agencies that deploy non-compliant versions of Windows 10 operating systems risk having those devices with the non-compliant Windows 10 versions or configurations removed and/or blocked from Commonwealth IT resources.

Agencies are to configure all PCs to automatically lock after fifteen minutes of non-use (idle). This will require users to enter a valid username and password to unlock the PC. Exemptions are to be submitted through the Commonwealth of PA Procurement and Architectural Review (COPPAR) process for a waiver request against this policy.

Agencies are to store work-related files and critical data on network servers, not store them on local hard drives.

Agencies are to standardize on one or more of the following current operating system standards. The current standards have been tested for compatibility with enterprise applications.

## CURRENT STANDARDS

(These technologies are supported by the current standards and meet the requirements of the architecture. They're recommended for use.)

Technology	Products	Technology Classification
Desktop / Laptop Operating System	Windows 10 Enterprise Build 1511 or greater (32 bit)*	Current
Desktop / Laptop Operating System	Windows 10 Enterprise Build 1511 or greater (64 bit)*	Current

\*Agency IT administrators tasked with deploying Microsoft 10 Enterprise must comply with OPD-PLT017A *Windows 10 Configuration Requirements*.

### Notes regarding Current Products:

- All products are to be in accordance with ITP-SYM006 - *Desktop and Server Software Patching Policy*.
- These are technologies that are supported by the standards and meet the requirements of the architecture.

## CONTAIN

(These technologies no longer meet the requirements of the current architecture and are not recommended for use. They are to be phased out over time. No date has been set for their discontinuance.)

Technology	Products	Technology Classification
Desktop / Laptop Operating System	Windows 7 (32 bit)	Contain
Desktop / Laptop Operating System	Windows 7 (64 bit)	Contain
Desktop / Laptop Operating System	Windows 8.1 (32 bit)	Contain
Desktop / Laptop Operating System	Windows 8.1 (64 bit)	Contain

**RETIRE**

(These technologies are being phased out. Plans are to be developed for their replacement, especially if there is risk involved, such as lack of vendor support. A date for retirement has been set.)

<b>Technology</b>	<b>Products</b>	<b>Technology Classification</b>
Desktop / Laptop Operating System	Windows XP Pro (32bit) Windows XP Tablet PC Edition Windows Vista	Retired: 4/8/2014 Retired: 4/8/2014

**EMERGING/RESEARCH**

(Emerging technologies have the potential to become current standards. At the present time, they are to be used only in pilot or test environments where they can be evaluated. Use of these technologies is restricted to a limited production mode, and requires approval of a waiver request. Research technologies are less widely accepted and time will determine if they become a standard.)

<b>Technology</b>	<b>Products</b>	<b>Technology Classification</b>
N/A		Emerging

**4. Responsibilities**

Agencies are required to adhere to the policies presented in this ITP.

**5. Related ITPs/Other References**

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 *Commonwealth of Pennsylvania Information Technology Acceptable Use Policy*
- ITP-APP035 – *Internet Browser Policy*
- OPD-PLT017A – *Windows 10 Configurations Requirements*
- ITP-BUS004 – *IT Waiver Review Process*
- ITP-PRO001 – *IT Procurement Review Process*
- 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 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, for reasons such as the need to comply with requirements for a federally mandated system, a request for waiver may be submitted via the Commonwealth of PA Procurement and Architectural Review (COPPAR) process. Requests are to be entered into the COPPAR Tool located at <http://coppa.oe.pa.gov/>. Agency CIO approval is required.

This chart contains a history of this publication's revisions:

Version	Date	Purpose of Revision
Original	11/20/2009	Base Document
	04/02/2014	Moved Windows XP to retire status and Windows 8.1 as an emerging standard. Merged STD-PLT017A into ITP.
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> <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>