TianjinJuilliard
天 津 茱 莉 亚 学 院

Title:	Standardization and Management of TJS-Issued Computers
文件名：	天津茱莉亚学院发放计算机的标准化和管理政策
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Applies to:	All members of the Tianjin Juilliard Community who utilize TJS-issued IT equipment.
适用于：	天津茱莉亚学院所有使用信息技术设备的人员
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Introduction
引言

The Tianjin Juilliard School (TJS) Information Technology (IT) Department has established standards for purchasing, configuring, installing, and decommissioning computer hardware, software. The appendix also details the types of IT computer devices at TJS.

天津茱莉亚学院（TJS）信息技术（IT）部门已制定了购买、配置、安装和淘汰计算机硬件、附属配件和软件的标准。附录还详细说明了 TJS 的各种类型的信息技术计算机设备。

This standardization is essential to an effective, efficient, secure, and cost-effective IT operation, as it promotes quality service and enables the school to reuse viable equipment and leverage economies of scale.

这种标准化对于实现高效、安全、经济、成本效益的信息技术运营至关重要，因为它促进了高质量的服务，并使学校能够重复使用可行的设备并充分利用规模经济效益。

The most significant benefits of standardization include:

标准化的最显著好处包括：

- Ensuring familiarity with hardware and peripherals, thereby accelerating trouble shooting efforts and Service Desk ticket resolution.

  确保明晰的计算机硬件和各项附属设备的状况：从而加速故障排除工作和服务台工单的解决。

- Stocking standard spares and parts to reduce technology down time.

  备有标准备件及零部件：以减少技术停机时间。

- Centralizing installations so that equipment set-ups can be planned and coordinated by experienced engineers familiar with the TJS IT network.

  集中安装：使得计算机设备的配置可以由经验丰富的工程师在已知的 TJS 信息技术网络环境下进行规划和协调。

- Exploiting the economic and operational advantages associated with purchasing identical versions of the same technology in large quantities.

  充分利用大规模采购的优势：通过购买同一技术的相同版本，获取经济和运营方面的效益。

- Enforcing security governance to ensure software and systems comport with the TJS Information Security and Governance Policy as well as security technology standards and best practices.

  加强安全管理：以确保软件和系统符合 TJS 信息安全和治理政策以及安全技术标准和最佳实践。

This document specifies the procedures required to achieve these benefits and to ensure the purchase, installation and configuration, lost, damaged or stolen, replacement, decommissioning of IT equipment and software is appropriately managed.

该政策详细说明了实现这些目的所需的流程，并确保信息技术设备和软件的购买、安装和配置、丢失、损坏或被盗、更换、淘汰都得到适当的管理。

IT Equipment and Software: The Standard IT Setup

信息技术设备和软件：标准的 IT 设置

Staff
员工

- Each full-time staff member will be issued a computer by the school's IT Department for their daily work during their employment. The computer will come equipped with standardized software and security measures aligned with the requirements for safeguarding TJS data and network security.

  学校 IT 部门将为每位全职员工提供一台计算机，用于他们在受雇期间的日常工作。计算机将配备符合 TJS 数据和网络安全要求的标准化软件和安全措施。

- New staff members will receive a functional computer from the IT Department, drawn from the existing pre-owned redistributable pool, without a guarantee that it is brand new.

  新员工将从 IT 部门获得一台功能齐全的计算机，该计算机来自现有的可再分配池，但不保证是全新的。

- All staff will be provided with a standard PC Laptop. If any member of staff wishes to switch to anything other than a standard PC Laptop (see below table), they must submit a request which must be approved by the department head and CFO, and it should include the reasoning for not using a standard PC Laptop.

  所有员工将提供标准的 PC 笔记本电脑。如果任何员工希望更换为非标准 PC 笔记本电脑（请参见下表），他们必须提交一份申请，该申请应经部门负责人和首席财务官批准，同时需要说明不使用标准 PC 笔记本电脑的原因。

- TJS purchased IT equipment must be reclaimed by the IT Department when the designated IT user is no longer employed or affiliated with the School. This equipment will be appropriately sanitized and repurposed for use by other users based on the needs of the school.

  当指定的信息技术用户不再受雇或不再与学校有关联时，TJS 购买的信息技术设备必须由 IT 部门收回。这些设备将经过适当的清理并根据学校的需求重新用于其他用户。

- TJS-purchased IT equipment may not be transferred to another employee or TJS affiliate without pre-approval by the IT Department.

  未经 IT 部门事先批准，TJS 购买的信息技术设备不得转让给其他员工或 TJS 附属机构。

- TJS-purchased IT equipment that is no longer functional or no longer of use must be returned to the IT Department where it will be repaired, redistributed, or properly/securely decommissioned and disposed of.

  功能缺失或无法使用 TJS 购买的信息技术设备必须退还给 IT 部门，经修复、重新分配，或经过适当的/安全的淘汰和处置处理。

Faculty
教师

- Faculty will not get any computing device by default unless specific approvals are obtained from the Dean and CFO.

  教师默认情况下不会获得任何计算设备，除非经过院长和首席财务官的具体批准。

Intern & Part-time Employee
实习生和兼职员工

- Interns and part-time staff are not formally allocated computers. Availability depends on the IT Department computer inventory and is subject to approval based on department requests.

  实习生和兼职员工不会正式分配计算机。其可用性取决于 IT 部门的备用计算机库存，并受到根据部门请求批准的限制。

Purchasing, Installing IT Equipment and Software Configuration Requirements

购买、安装信息技术设备和软件配置要求

TJS will provide all full-time staff with a standard PC laptop and basic configuration. The standard configuration for PC laptops is outlined as follows:

TJS 将向所有全职员工提供标准的 PC 笔记本电脑和基本配置。PC 笔记本电脑的标准配置如下：

Product	Model	Description
Dell Laptop	latitude5440	I5-1335U/16G/512GSSD M.2 NVME/14.0-inch FHD (1920x1080) non touch, AG, IPS,250 nits, FHD camera/English backlight keyboard/3-cell,42-watt hour battery, long life cycle, fast charging,3-year warranty/3-year ProSupport plus and next business day home service/3-year accidental damage insurance
* Above hardware configurations are subject to change according to technology evolution.		

产品	型号	配置
戴尔笔记本	Latitude 5440	I5-1335U/16G/512GSSD M.2 NVME/14.0 英寸 FHD (1920x1080) 非触控, AG, IPS, 250 nIT 部门 s, FHD 摄像头/英文背光键盘/3- 芯, 42 瓦时 电池, 长寿命循环, 快速充电, 3-年保修/3 年 Prosupport plus 和下一个工作日上门服务/3 年意外损坏。
*上述硬件配置可能会根据技术进步而发生变化。		

- All installed software packages will consist of a current operating system, approved antivirus program, a web browsing and email package, and an office production package (currently Microsoft Office).

  所有软件套件将包括一个当前的操作系统，批准的防病毒程序，一个用于浏览网页和电子邮件的软件套件，以及一个办公生产软件套件（目前为 Microsoft Office）。

- All software applications purchased by TJS must integrate with the School's enterprise identity and access management solution (OKTA) unless a valid technical or operational reason precludes such integration (as determined by the IT Department) and/or there is a critical business need for that specific software product.

  TJS 购买的所有软件应与学校的企业身份和访问管理解决方案（OKTA）集成，除非该特定软件存在被证实的技术或运行原因无法进行此类集成（由 IT 部门确定），或者基于满足关键业务需求而导致的无法进行此类集成。

- No equipment or software may be installed on TJS IT devices or plugged into the TJS IT network without prior approval by the IT Department.

  在未经 IT 部门事先批准的情况下，不得在 TJS 信息技术设备上安装任何设备或软件，也不得将任何设备接入 TJS 信息技术网络。

- All TJS-purchased IT equipment connected to the IT network or software installed on a network device must be installed and/or configured by a member of the IT staff unless such devices have been explicitly exempted from this requirement by the IT Department.

  所有连接到 IT 网络的 TJS 购买的信息技术设备，或者在联网设备上安装的软件，必须由 IT 部门的成员进行安装和/或配置，除其属于 IT 部门已明确豁免的设备。

- IT Department will not provide monitors, external hard drives, keyboards, or any non-standard computer accessories for laptop users. Monitors, keyboards, and mice will be provided to desktop users only.

  IT 部门不会为笔记本电脑用户提供显示器、外部硬盘、键盘或任何非标准的计算机配件。显示器、键盘和鼠标仅供桌面用户使用。

- The purchase of any non-standard IT equipment or software that stores, processes and/or transmits TJS information or is installed on a TJS-issued device must be coordinated in advance with the IT Department prior to purchase and/or installation. The IT Department is responsible for the performance and security of the School's IT environment. Therefore, it is the sole authority in determining the technology used in that environment.

任何非标准信息技术设备或软件的购买，如果它们存储、处理和/或传输 TJS 信息，或安装在 TJS 提供的设备上，必须在购买和/或安装之前提前与 IT 部门协调。IT 部门负责学校信息技术环境的性能和安全性，因此，它是确定在该环境中使用的技术的唯一权威。

- Exceptions may be granted on a case-by-case basis. All requests for exceptions must be submitted and approved by the respective department head and CFO. (See below "Exceptions to the Information Technology Procurement")

可以根据具体情况逐案授予例外。所有例外请求必须提交并经由相关部门负责人和首席财务官批准。（参见下文"信息技术采购政策的例外情况"）

Lost, Damaged or Stolen Equipment

丢失、损坏或被盗设备

- The IT Department will manage the repair of any School-issued computer that ceases to function due to hardware problems or normal wear and tear. It's important to note: Users are responsible for backing up data to prevent any loss caused by system failure. (The IT Department can provide a loaner external portable drive if needed)

IT 部门将管理因硬件问题或正常磨损而导致无法正常工作的任何学校提供的计算机的维修。重要注意事项：用户负责备份数据以防止由系统故障引起的任何损失。（如有需要，IT 部门可以提供一个可借用的外部便携式驱动器）

- Everyone is responsible for taking necessary precautions to prevent the loss or theft of the computer and its peripherals. If the computer is lost or stolen due to personal negligence, the department to which the staff belongs will bear the responsibility for the replacement cost.

每个人都有责任采取必要的预防措施，防止计算机及其外设丢失或被盗。如果计算机因个人疏忽而丢失或被盗，员工所属的部门将承担替换成本的责任。

Replacement

替换

- Replacement can only occur when it becomes technically obsolete, as indicated by a professional technical report. The life expectancy for desktop computers is eight (8) years, and for laptops (PC or Mac), it is five (5) years. There will be no automatic replacement when either the desktop or laptop reaches its life expectancy.

  只有在技术报告明确指出设备已经技术陈旧时，才能进行替换。台式计算机的寿命为八（8）年，笔记本电脑（PC 或 Mac）的寿命为五（5）年。当台式计算机或笔记本电脑达到其寿命时，不会自动进行替换。

- Before a computer can be replaced, the user must apply to the IT Department. Pending a testing conducted by the IT Department, if it is deemed irreparable or the cost of the repair is greater than the usage value, a test report detailing the failure and dysfunction of the unit will be issued by IT and submitted to the head of the respective department and CFO for evaluation and ultimate final approval for replacement.

  在进行计算机替换之前，用户需要提交申请，IT 部门需要进行计算机测试。如果无法修复或修复费用大于使用价值，将会发布一份测试报告，描述计算机的故障问题。替换必须经过相关部门主管和首席财务官的批准。

Exceptions to the Information Technology Procurement

信息技术采购政策的例外情况

- As noted previously, exceptions to purchasing and/or installing IT equipment or software not included in the Standard IT Setup require pre-approval by the relevant department head accompanied by a brief, written justification for the exception.

  如前所述，购买和/或安装未包含在标准 IT 设置中的信息技术设备或软件的例外情况需要相关部门主管的事先批准，并附有一份简要的书面理由。

- Pre-approval by the IT Department is also required before purchasing and/or installing non-standard IT equipment or software.

  在购买和/或安装非标准信息技术设备或软件之前，还需要经过 IT 部门的事先批准。

- All the aforementioned approvals and exceptions must adhere to the request procedure outlined in DingTalk, as established and developed by the IT Department. (Please refer to "How to Use IT Request from in DingTalk" Guidelines'.)

所有提及的批准和例外情况必须遵循由 IT 部门制定和开发的 DingTalk 中规定的请求流程。(请参阅单独的"如何在钉钉中使用 IT 请求表格"指南文件。)

IT Equipment Transfer, Reclamation and Decommissioning Requirements

IT 设备转移、收回和淘汰要求

- TJS-purchased IT equipment must be reclaimed by the IT Department when the designated IT user is no longer employed or affiliated with the School. This equipment will be appropriately sanitized and repurposed for use by other users based on the needs of the School.

  当指定的信息技术用户不再受雇或不再与学校有关联时，TJS 购买的信息技术设备必须由 IT 部门收回。该设备将经过适当的清理，并根据学校的需求重新发放给其他用户。

- TJS purchased IT equipment may not be transferred to another employee or TJS affiliate without pre-approval by the IT Department.

  未经 IT 部门事先批准，TJS 购买的信息技术设备不得转让给其他员工或 TJS 附属机构使用。

- TJS-purchased IT equipment that is no longer functional or no longer of use must be returned to the IT Department where it will be repaired, redistributed, or properly/securely decommissioned and disposed of.

  无法正常工作或不再使用的 TJS 购买的信息技术设备必须退还给 IT 部门，IT 部门将进行修复、重新分配，或经过适当/安全的处置和报废。

IT Equipment Standard and Types

信息技术设备标准和类型

IT Assignable Computer Standard:

可分配计算机标准：

The IT assignable computers are still within their expected lifespan and remain fully functional, capable of meeting day-to-day workload requirements. Every assigned computer has undergone a thorough inspection by the IT Department and has been re-imaged with School's standard software.

可分配的计算机为仍处于预期使用寿命内，并且功能齐全，能够满足用户日常标准操作需求的计算机设备。每台可分配计算机都经过了 IT 部门的彻底检查，并使用 TJS 的标准软件重装镜像。

IT Standby Computer Standard:

备用计算机标准:

A stand-by computer's hardware configuration is antiquated, partially damaged, and unable to fulfill the daily standard operational requirements of users. However, its basic functions are still operational. Every device entering the IT computer inventory will be accompanied by a comprehensive testing report outlining the machine's status.

备用计算机为硬件配置陈旧、过时，部分损坏，无法满足用户日常标准操作需求，但其基本功能仍然可以运行的计算机设备。每个进入 IT 部门备用计算机库存的计算机设备都将附有一份全面的检测报告，以概述该计算机的状态。

Computer Disposal Standard:

计算机报废标准:

When computer equipment exceeds the warranty period, is severely damaged, and the cost of repair exceeds the value of the equipment, the computer will be considered as scrapped.
当计算机设备超过保修期，且严重损坏，且修理费用超过设备价值时，该计算机将被视为报废计算机设备。

The IT Department must generate a comprehensive testing report for each computer entering the scrapped inventory and archive it. As part of the scrapping and disposal process, the IT Department will ensure the secure erasure of all residual data from the computer equipment. The final disposal process for scrap computer equipment will be jointly determined by the Finance Department and the IT Department.

IT 部门必须为进入报废计算机库存的每个计算机设备生成全面的检测报告并存档。作为报废处置过程的一部分，IT 部门将确保安全擦除处理计算机设备中的所有残留数据。最终计算机设备报废处置流程将由财务部门和 IT 部门双方共同决定。

Questions 问题

Questions regarding specific equipment requests, purchases and/or this document may be directed to the IT Department or via email at helpdesk-it@tianjinjuilliard.edu.cn.

有关特定设备请求、购买和/或本政策的问题，可以直接联系 IT 部门，也可以通过电子邮件发送至 helpdesk-it@tianjinjuilliard.edu.cn。