



Maine State Government
Dept. of Administrative & Financial Services
Office of Information Technology (OIT)

Client Device Application Policy

1.0 Statement

Only applications that are relevant to business, and properly licensed, are installed on OIT-managed *client devices*¹.

2.0 Purpose

State computers exist for official State business. They are strictly subject to the DAFS, and/or agency-specific, acceptable usage policies. Allowing applications unrelated to business degrades the performance of computers, and makes them vulnerable to *malwares*². The purpose of this policy is to ensure that State computers are best positioned to conduct official State business, at the lowest-possible maintenance.

3.0 Applicability

This policy applies only to those client devices that are managed by OIT.

4.0 Responsibilities

- 4.1 The Associate CIO, Infrastructure owns, interprets, enforces, and executes this policy.
- 4.2 The Director, Technology Business Consultants, liaises with Agency business partners in resolving any difference of opinion.

5.0 Directives

- 5.1 Only applications that satisfy *all four* of these criteria are installed on OIT-managed client devices:
 - 5.1.1 Agency agreement on business-relevance
 - 5.1.2 Documented Proof-of-purchase or Appropriate Free-use License Documentation
 - 5.1.3 Availability of the native operating system installer
 - 5.1.4 Availability of the License Key
- 5.2 Should there arise any difference of opinion regarding the business-relevance of an application, the Technology Business Consultant (TBC) will conduct a follow-up review with the agency senior management. If the agency senior management agrees on the business-relevance of that application, then that application will be allowed.

¹ Client Device is a computer (desktop, laptop, tablet, etc.) that is assigned to State personnel for conducting official State business.

² Malware is a rogue application that disrupts the normal functioning of computers.

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5.3 Users do not have administrative access to the client devices assigned to them.

5.4 All client device applications must be kept current under the support regime of the original vendor. This holds irrespective of whether the application is actually loaded onto the client device or served remotely.

6.0 Document Information

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Approved By: Chief Information Officer, OIT

Legal Citation: [Title 5, Chapter 163: Office of Information Technology](#)³.

Waiver Process: See the [Waiver Policy](#)⁴.

³ <http://legislature.maine.gov/statutes/5/title5ch163sec0.html>

⁴ <http://www.maine.gov/oit/policies/waiver.htm>