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Government of the United States Virgin Islands
Department of Education
Office of Instructional Technology
1834 Kongens Gade
St. Thomas, U.S., Virgin Islands, 00802-6746

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COMMISSIONER'S OFFICE

MEMORANDUM

TO: Ms. Donna Frett-Gregory, Acting Commissioner
FROM: Clinton Stapleton, Ph.D., Director of Instructional Technology *CS*
SUBJECT: Computer Standards (Procuring and Connecting Computers to the Network)
DATE: April 2, 2012

Kindly review and approve the attached "Computer Standards (Procuring and Connecting Computers to the Network)" document. This is required in order for the document to be widely distributed and made available, in print and electronically, to all stakeholders, as an official department document. Full compliance is required by all stakeholders in order to facilitate network security, reliability and access.

Your favorable consideration of this request is appreciated.

Approved/Disapproved



Ms. Donna Frett-Gregory
Acting Commissioner

4/10/12


Date



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1834 Kongens Gade
St. Thomas, U.S., Virgin Islands, 00802-6746

MEMORANDUM

TO: All VIDE Employees and ETAN Customers
FROM: Clinton Stapleton, Ph.D., Director of Instructional Technology 
SUBJECT: Computer Standards (Procuring and Connecting Computers to the Network)
DATE: April 2, 2012

Following are standards for procuring and connecting computers and devices to the V.I. Department of Education (VIDE) Education Territory Area Network (ETAN). Computers that do not meet minimum standards may not successfully access resources, such as the Internet. No donated computers or other network devices such as switches, wireless routers etc., are to be connected to the network, without written approval from the Territorial Office of Instructional Technology (OIT).

Computer Procurement Standards

Recommended minimum desktop and laptop specifications are as follows:

Processor: Intel 2.8 gigahertz (GHz) Intel second generation core **i5** processor or higher
No AMD processors
Memory: 3 GB+ RAM or higher
Storage: 120 GB+ hard drive or higher
Operating System (OS): Windows 7 professional OS business or ultimate operating system min. – *No starter or home editions*
Antivirus Software: No antivirus software need to be purchased as OIT has purchased enterprise level antivirus available for installation on all computers and servers

Installing and Using Computers on the Network

- Ensure that the computer has been named using the proper naming convention
- Add the computer to the appropriate domain (STX or STTJ)
- Install McAfee Enterprise antivirus software
- Scan the computer for viruses (and remove all viruses found)
- Ensure that the computer has the latest updates installed
- Access the computer and files using VIDE issued ETAN domain username and password

cc: Ms. Donna Frett-Gregory, Acting Commissioner
LaVerne Terry, Ed.D., Commissioner
Leadership Team