

Policy on Installing AgIT-Supported Updates When PC Is Not in Use

AgIT Operations

Policy No. S1.2.27

Policy Statement

The AgIT Operations group usually installs needed updates to your computer configurations on weekends rather than weekdays so as not to disrupt day-to-day operations. At times, we install critical updates during weekdays. These updates include, but are not limited to, vital security updates and operating system improvements.

Policy Specifics

We can only install the updates if your computers are actually powered on, so please make sure to leave your computers on whenever possible. It is not necessary to be “logged in” as yourself. The computer can be “logged in,” “locked,” or “logged off.” As long as the computer is powered on and connected to the network, the updates will get through. You can turn your monitor only off if your screen does not go blank.

It is very important that you close all of your applications before you leave for the weekend. If Microsoft Word or Microsoft Excel (for example) are left running, no updates can be applied to these programs. Further, if a separate update causes your machine to reboot while a file or spreadsheet is open, it is possible that the file or spreadsheet could become corrupt. Therefore, you may lose your work.

Also, if you work on your computers during the weekends, you could be adversely affected by these updates. If you do work during the weekend, it is a very good idea to save your work often. While all the updates do give a warning before they run, most of them reboot the computer once they complete, often without any additional warning.

Laptop Users

We recommend that at least once a month, you leave your laptop connected to the network over the weekend. The laptop does not need to be left logged in; however, you should log into the domain on the laptop at least once while it is on the network. This way, the laptop will be kept reasonably up to date.

What Happens If You Don't Allow Updates

Any machine left off of the network for longer than two months will be disabled and required by AgIT to be reimaged before being allowed back on the network.

Policy