



1. Purpose

The purpose of this policy is to establish standard procedures with respect to all hardware and/or software that are property of the Ministry of Education, Sports and Culture.

This policy applies to all hardware and software acquired by the Ministry of Education, Sports and Culture and/or Projects under the Ministry. They must be in compliance with applicable standards that have been specified by MESC ICT Unit and approved by the Ministry's executive committee.

2. Hardware and Software Standard Specification

(2.1.) Hardware

In order to ensure maximum compatibility with current and future operating systems, the following specifications are given. These will be updated periodically. No new hardware should be purchased which does not meet these minimum specifications.

(2.1.1.) Windows Desktops

Standard Specifications:

Processor Type:	Pentium 4, Pentium D, Xeon(2.5+ GHz) or AMD Athlon, Sempron (2500 or greater)
RAM Type:	SDRAM
RAM Capacity:	512MB
Video:	Integrated Video adapters/PCI adapter/AGP
Hard Disk:	80GB
Removable Media:	DVD ROM
Ports:	USB2.0, Serial, VGA, PS/2
Network:	Integrated 10/100/1000 Ethernet
Sound:	Integrated audio/sound
Mouse:	PS/2, Optical/USB mouse
Keyboard:	USB, PS/2, keyboard
Monitor:	17" LCD

(2.1.2.) Windows Server Workstations

Standard Specifications

Processor Type:	Xeon (2.0 GHz) or faster processor
RAM Type:	SDRAM/ DDR
RAM Capacity:	4GB
Video:	Integrated Video adapters/PCI adapter/AGP
Hard Disk:	160GB
RAID Configuration:	Open
Removable Media:	CD/DVD ROM
Network:	Integrated 10/100/1000 ethernet
Monitor:	17" LCD



(2.1.3.) Windows Laptops Minimum Specifications

Processor Type:	Pentium D or AMD Athlon.
RAM Type:	SDRAM
RAM Capacity:	1GB
Video:	Integrated Video adapters
Hard Disk:	80GB
Removable Media:	CD/DVD ROM
Ports:	USB2.0, Serial, VGA
Network:	Integrated 10/100/1000 Ethernet
Sound:	Integrated audio/sound
Mouse:	PS/2, Optical/USB mouse
Keyboard:	USB, PS/2, keyboard
Screen:	17" LCD

(2.1.4.) Printers & Photocopiers Minimum Specifications

LaserJet Printer:	Print speed	Up to 40 ppm
	Monthly Duty Cycle:	Up to 180,000 pages
	Processor Speed:	500 MHz
	Connectivity:	High Speed USB2.0, Built-In Ethernet
Photocopier:	Print Speed	Up to 30ppm
	Copy Speed	Up to 40cpm
	Monthly Duty Cycle:	Up to 200,000 pages

(3.1.) Software

All software acquired for or on behalf of the Ministry or developed through projects on behalf of the Ministry shall be deemed Ministry property.

The following list shows the minimum standard suite of software used by the Ministry that is fully supported by the MESC ICT Unit.

(3.1.1.) Operating Systems

- × Microsoft Windows XP Professional SP3
- × Microsoft Windows Server 2003 and Microsoft Windows Server 2008
- × Linux Free BSD

(3.1.2.) General Software Suite

- × Microsoft Office 2007 Suite
 - ❖ Microsoft Word
 - ❖ Microsoft Excel
 - ❖ Microsoft Powerpoint
 - ❖ Microsoft Access



- ❖ Microsoft Publisher
- ❖ Microsoft Outlook

- × Adobe Acrobat Reader 8.0
- × WinZip 7.0
- × Windows Internet Explorer 8.0
- × Windows Media Player 10.0
- × RealVNC 3.0
- × Symantec Antivirus

(3.1.3) Where applicable, the following Software will be installed

- × Microsoft Visio 2003
- × Microsoft Project 2005
- × Adobe Photoshop CS3
- × Adobe PageMaker 7.0
- × Adobe Illustrator CS2
- × Print Shop
- × AVG Anti-Virus 9.0