Policies and Procedures

Policy Title: Office of Information Technology Software – Classroom/Labs	**Policy No.: 7800 Rev.: 1** **Effective Date: May 14, 2015**

Responsible Office: Office of Information Technology
Responsible Official: Associate Vice President for Technology & CIO

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Scope

The goal of this policy is to clearly outline appropriate timeline for the purchase, upgrade and installation of software for classrooms and labs.

Policy Statement

This policy is designed to guide faculty and staff and other authorized users in the acceptable timeline and guidelines for new software installation and upgrades provided by the University of New Haven according to the mission statement of the University.

Reason for the Policy

The Office of Information Technology provides computing equipment and software for instructional use in labs and classrooms. Advance notice must be given to allow time for application planning, software testing, installation, resource impact assessment and licensing configuration as well as budgetary consideration.

Definitions

Software - which is designed to directly operate the computer hardware, to provide basic

functionality needed by users and other software.

Software License - the right to use the software in the licensed environment.

Policy Sections

Software Request Process

Software Approval

All new software license requests, including additional seats, for faculty and administrative staff in the Colleges must be approved by the Dean prior to the Office of Information Technology proceeding with any new software request. Faculty will not have to request the re-installation of same specialized software every semester unless an updated version is available and needed.

Timing

Upon approval, all departments/colleges that are requesting upgrade or new software must notify the Office of Information Technology 6-8 weeks prior to the beginning of the semester in which the software to be used. Advance notice must be given to allow time for application planning, software testing, installation, resource impact assessment and licensing configuration. Software will be considered on a "best effort" basis for installation after this deadline.

Budget

An important part of the process is budgetary considerations. Software can be very expensive and without the proper notice, it severely impacts the OIT budget. Software specific for a particular course and not beneficial to the general student population is usually purchased by the requesting department/college.

Approval

Any software that is going to be purchased for use in the labs or smart classroom must be approved by OIT regardless of budget. This allows for:

- Verifying the correct licensing type and quantity of licenses needed
- Verifying systems requirements
- Validating accurate quotes from the software vendor
- Identifying other software solutions that the campus may already own