

# Aquinas College Software Management Policy

The information below will provide you with the information regarding the Software Management of the Aquinas College Network.

## **Definition and Scope**

Software is defined as a set of instructions and statements that a computer uses to bring about a desired result. On the Aquinas campus, software takes on many forms. The College utilizes operating system software (Microsoft Windows, LINUX, etc.), productivity software (Word, Excel, PowerPoint, etc.), graphics software, media viewers, and many others. This policy will not make any distinction between the various classes of software or how they are installed. Whether an application is commercial (licensed and purchased from a vendor), freeware (software that is available to the public at no cost), shareware (software that is available to the public for a limited time or with limited functionality at no cost), or even an upgrade to a current installation, they are by definition considered software and must be properly administered by the College. This will assist Information Technology & Services (ITS) in maintaining the integrity of the Aquinas network, preventing duplication of software purchases, and properly administering campus-wide software licensing.

## **Software Acquisition**

Before new software is requested for student or departmental use, it should be properly evaluated by College staff. Proper software evaluation by the requesting department ensures that it will meet the needs of its user(s) once acquired and installed. The software publisher is an excellent source of information during this evaluation process. Publisher websites provide valuable information about software uses and functionality, as well as contact information for sales and support staff who can answer questions related to the software's use. Additionally, demonstration versions of the software may be available via download or CD; allowing hands-on evaluation of the program. Demonstration versions of software are to be installed only with the assistance of the ITS department – see the "Software Installation" section below for further information. Depending on the number of users who will evaluate it, the demonstration version (or "demo") can be installed by ITS on an individual office PC or in a public computer lab. Proper evaluation is critical because many software packages requires the purchase of additional hardware and server components that may not be easily identified during sales calls or vendor-hosted demonstrations.

Once properly evaluated, software programs can be requested for acquisition and implementation. Department heads and budget managers must coordinate all software acquisitions for on-campus use with ITS administrators by following the procedures below.\*

Staff/Faculty wishing to purchase software for on-campus use must fill out a software request form. All details and related contract information must be included for review. This form can be accessed at

The above software request and purchase process applies to the acquisition of technology for on-campus use. There are circumstances when technology needs to be acquired for scholarly or research purposes off-campus (or technology that will be used on-campus without interacting directly with campus network resources). In these scenarios, the above procedures should still be followed for initial evaluation by ITS, but the acquisition and management of such technology may be excluded from some of this policy's terms at the discretion of the Director of ITS.

Campus software must be acquired from a licensed distributor only. Aquinas College prohibits the use and installation of any application that is not exclusively licensed to the College. This is verified by ITS during the purchasing phase (see above). License compliancy for software acquisitions cannot be guaranteed if the software is procured from any source other than an officially-licensed software distributor. As such, personally-owned or

Access to software by non-employees (i.e. spouse, children, etc.) while in the home for non-work purposes

Verification of software removal following termination of license or College employment. College-  
-at-home” purposes when installed on laptops/PCs  
owned/leased and maintained by the College. This includes equipment on loan from the ITS Department as well as equipment permanently assigned for departmental use.

## Software Storage

All software (including any program disks, licensing materials, and other supplemental materials included in the software purchase) must remain in the possession of Information Technology and Services at all times.\* These materials may only be removed from the Information Technology and Services storage location by an Aquinas employee who provides written authorization from his/her cabinet-level supervisor. There are many reasons for the above storage policy. They are as follows:

Program installation and supplemental disks must be available to ITS administrators in order to properly maintain the software installation.

ITS is a secure location where software is safely stored.

By keeping all software in one location, the possibility of loss is greatly reduced.

If a licensing investigation is brought against the College, ITS administrators will need to have quick access to all software materials to prove proper ownership – the Business Software Alliance (<http://www.bsa.org>) requires the following for proper proof of ownership:

- o Original installation media
- o Manual covers
- o Statement of license agreement
- o Receipt of purchase

\* Software purchased as reference media for stand-alone (non-networked) use in the Library must be stored according to established Library storage procedures. However, ITS must be notified and possess a copy of the installation media, purchase receipt, and license agreement.