

Administrative Policy



<i>Item</i>	<i>Details</i>
Policy Title:	Software Installation & Use Policy
Policy Category:	Operational Policies Information Technology Policies
Related Procedure(s)/ Guideline(s):	
Policy Owner:	Executive Director of Information Technology Services
Date Approved:	3/26/07
Review Dates:	11/10/22
Revision Dates:	
Policy Scope:	Students and Employees
Policy Statement:	<p>The purpose of this policy is to standardize the use of software at Southwest Tech in such a way as to provide compliance with licensing requirements, to provide a supportable environment, and to minimize non-compatibility issues.</p> <p>The Information Technology Department will maintain a list of approved software. Determination of approved status will be based on the legality of the software, need for its use in the SWTC environment, and potential security and operational considerations. SWTC will use only legally licensed software. Proof of licensing will be maintained by the Information Technology Department.</p> <p>Only software which has been approved for use may be installed on any SWTC computer. Exceptions must be approved by both the immediate supervisor and the Information Technology Department.</p> <p>All software installations are to be done by the Information Technology Department with the exception of student installation as part of the curricula. In the case of exception, the proof of licensing must be on file with the Information Technology Department.</p> <p>Unauthorized software may be removed from SWTC computers at the discretion of management.</p>

