

**Tiffin University Software & Technology Equipment Policy for Tiffin University
Faculty and Staff**

Updated 6/22/2009

I. Tiffin University Software Use

1. Information & Technology Services (ITS), after a detailed research and review process, determines what software will be installed and supported on Tiffin University computer equipment.
2. ITS will keep an approved software list consisting of approved software that will be supported and maintained by Tiffin University. This approved software list can be found in Appendix A of this policy or a copy of this list can be obtained directly from ITS.
3. The software on the approved software list will be installed, assured to be working properly, and updated and upgraded at the appropriate time(s) selected by ITS.
4. Any software that is not on the approved software list will not be installed, or supported by Tiffin University or ITS.
5. Any software installed on Tiffin University computer equipment that is not on the approved software list may result in the removal of the prohibited software and removal of the computer equipment in which the software was installed on.
6. Any software installed on Tiffin University computer equipment that is not installed by an ITS staff member that results in the degradation or damage of the computer or computer operating system may result in the removal of the prohibited software and removal of the computer equipment in which the software was installed on.
7. All users must follow the copyright laws, trademark standards, software license agreements, and patent information governing the software that is being used on Tiffin University computer equipment.

II. Installation, Maintenance, and Training regarding Course related software

1. If a faculty member wishes that a certain software program or package be utilized on their own computer or in a Tiffin University computer lab for student use, the following steps must be completed for consideration of approval.
 - a. The technical specifications of the software program or package must be given to ITS to ensure that it will run on the required platforms that Tiffin University employs by July 1 for the fall semester and December 1 for spring semester.

- b. In many cases, the faculty member must purchase the software with the approval of the appropriate Vice President and the Executive Director of ITS.
2. The faculty member is responsible for informing the ITS department about any service packs or updates to the required software at least one month before the update needs to be installed.
3. Each academic year, the approved software list will be cleared and the faculty member must follow the above steps to ensure that the software gets re-installed. Even if a program was used in a previous semester or year, this does NOT mean that it will be automatically reinstalled.
4. If the requirements are met, as described above, ITS will be responsible for the installation of the course related software **ONLY**.
5. ITS will **NOT** responsible for training students on the general computer operations or the use of course related software. If an issue is encountered with the course related software about how to perform a specific operation, it is the responsibility of the faculty member for training the student(s).
6. The faculty member is responsible for ensuring that the student(s) are aware of the operation and general use of course related software.
7. The lab consultants are NOT teaching aides and will not offer advice regarding a specific operation within course related software packages.
 - a. The lab consultants are there to assist the Tiffin University community in general computer problems. They can show individuals how to access a program, print, etc.
 - b. A lab consultant has the right and responsibility to contact the ITS Help Desk or an ITS staff member in the event they are unable to fix a specific problem on Tiffin University computer equipment, including hardware or software.

Note: ITS holds the right to turn down any course related software request if for some reason the course related software does not meet the software specification requirements to properly operate on Tiffin University computer equipment.

III. Technology Equipment & Purchasing Policy

1. Purchasing Policy: The purchasing of new technology equipment, distribution of updated computers, etc. requires the users on campus to follow a clear purchasing policy in order to receive proper approval from the appropriate Vice President and Executive Director of ITS.
 - a. If any user requests new or updated technology equipment, that individual must draft a memo detailing what piece of technology equipment/software is needed and why.
 - b. The memo must be sent to BOTH the appropriate Vice President and the Executive Director of ITS.

- c. Once the appropriate Vice President and the Executive Director of ITS analyzes the request to ensure proper compatibility, the request is moved to the Business Office.
 - d. A purchase order must then be approved by the Vice President for Finance & Administration.
 - e. Once appropriate approval is received, the technology equipment/software is purchased and implemented/installed.
 - f. Any capital purchases such as a new laptop or university wide software package must be placed in the budget by February for the upcoming budget year, which begins May 1.
2. Emergency Purchasing Policy: In times of dire need and/or the event of technology equipment breakdown, the purchasing process can be expedited if the following conditions are met:
- a. The technology equipment is unable to be repaired within a reasonable amount of time.
 - b. The cost of the technology equipment is under \$250.00 or ITS has a similar piece of technology equipment available for backup purposes.
 - c. The piece of technology equipment is required in order to perform the employee's job function(s).
 - d. Any item over \$250 still requires a Purchase Order.
3. Personal Hardware
- a. ITS will NOT support any personal hardware or software on any university owned machine. ITS will NOT install any personal hardware or software on any Tiffin University computer equipment.
 - b. ITS assumes NO responsibility for hardware or software that Tiffin University has not directly paid for, approved, and installed.
 - c. ITS assumes NO responsibility for hardware or software that was purchased if the purchasing guidelines were not followed.
 - d. If you believe that the additional hardware or software is needed for your required job or task, please follow the purchasing guidelines in order to have Tiffin University purchase the necessary hardware or software.

Note: ITS does **NOT** permanently keep spare computers, monitors, printers, or other technology equipment available for backup purposes and ready to disperse. Therefore, at times throughout the year, if technology equipment breaks down, and even if it follows the emergency purchasing policy guidelines, it may take an unspecified amount of time before ITS is able to receive the proper technology equipment.

IV. Classroom Technology Equipment Policy

1. No member of the Tiffin University community may remove, alter, or change any hardware or software in any Tiffin University classroom. This includes, but is not limited to the following:
 - a. No moving of the main projector (light ware), computer, monitor or any other peripheral device located in the front of the classroom.
 - b. No swapping of computer related technology equipment from one classroom to another.
2. There will be **NO** eating or drinking in **ANY** computerized classroom. Due to the nature of the technology equipment and the expense associated with said technology equipment, food and drink are **NOT** allowed. It is the responsibility of the faculty member to make sure students are aware of and adhere to this policy.

V. Faculty & Staff Technology Equipment Use Policy

1. No member of the Tiffin University community may remove, alter, or change any hardware or technology related equipment in any Tiffin University office. This includes, but is not limited to the following:
 - a. No moving of the computer, monitor, phone, or any other peripheral device located in any Tiffin University office.
 - b. No swapping of computer related technology equipment or phone from one office to another.
2. If technology equipment needs to be moved, swapped, replaced, altered, or changed the faculty member, staff member, or direct supervisor must contact the ITS office and arrange for the equipment to be properly moved and accounted for.

Appendix A

Approved and Supported Software: This is a list of all software that will be *installed* and *supported* by the Tiffin University ITS department for use on Tiffin University computer equipment.

(All service packs and updates to the following programs are the responsibility of ITS)

- Windows XP Operating System and its components
- Microsoft Office
- Microsoft Expression
- Novell GroupWise
- Novell Client
- Internet Explorer
- Mozilla Firefox
- Symantec Antivirus
- Microsoft SQL
- Microsoft Visual Studio
- Adobe Acrobat Reader
- Adobe Acrobat
- Adobe Photoshop
- Adobe Dreamweaver
- Adobe Illustrator
- Adobe InDesign
- Adobe Flash
- SPSS
- Windows Media Player
- Hawks Learning Software
- Cyberlink PowerDVD
- Roxio Creator
- QuickTime
- Real Player
- Java
- Lavasoft Ad-Aware
- VLC Player
- Audacity
- Adobe Flash Player
- Adobe Shockwave Player
- Adobe Authorware Player
- Poise-SkyLite
- Pdf995
- 7 Zip
- CoreFTP

Note: If you have software installed that is not on this list it may not be supported by the ITS department, please check with ITS if you are unsure or need further clarification. In

some situations, individuals or departments may have custom software that was installed by the ITS department, those software packages will still be supported and installed for future use.