

Lab and Classroom Computer Software Installation Policy

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PURPOSE

Texas Wesleyan University wishes to ensure that the software needed to support instructional activities is readily available to students and employees in computer labs and classrooms and that all software installed in these labs is properly licensed in compliance with local, state and federal laws.

This policy serves to assure that properly licensed software is available in labs and classrooms at Texas Wesleyan.

SCOPE

This policy applies to the all University Computer Labs and Classroom Computers.

POLICY

Texas Wesleyan Faculty and Staff responsible for providing instruction or services to students may request software applications be installed and made available in computer labs and classrooms at the University.

Requirements for Installation

The Faculty or Staff member requesting the software installation must provide the following to the Service Desk at least 20 business days prior to the requested installation day.

- A completed on-line software installation request form.
- Original or copied software media (disks and/or CD-ROMs).
- Software installation documentation.
- Original software license agreement (also known as an end user / network license agreement), documented maximum number of users, and software usage expiration date.

Software Exempt from the Requirements for Installation

Request submissions are not required for campus-licensed software packages, such as Microsoft Office and SPSS. These software packages are part of the base image of every computer and remain installed on all systems regardless of whether a specific request was received.

RELATED DOCUMENTS

Acceptable Use Policy
Network Protection and Information Security Policy
Lab and Classroom Software Installation Form
Technology Replacement and Upgrade Policy