

SOFTWARE

PURPOSE

This policy establishes guidelines and procedures for the acquisition, installation, use, and management of software applications and licenses within the College.

POLICY STATEMENT

Edison State Community College is officially a Microsoft 365 environment, meaning that a campus-wide site license is in place and maintained. The IT Department makes every reasonable effort to update all users to the most recent publicly tested, released, and supported versions of operating systems and software releases. To ensure uniformity and efficiency, all employees are expected to utilize the most recently deployed version of the Microsoft Office Suite of programs and the Microsoft Outlook E-mail and Calendar system for all official College communication, business, assignments, etc.

Employees must not use “Google Docs,” “Gmail,” or “Google Calendars” for any official College communication, business, or assignments, because doing so surrenders to Google “a worldwide, royalty-free, and non-exclusive license to reproduce, adapt, modify, translate, publish, publicly perform, publicly display and distribute any Content which you submit, share, upload, post or display on or through the Service.” Likewise, other similar proprietary products from “third-party” vendors and “freeware” programs should be avoided, as they exist outside the scope of the College’s ability to provide security and troubleshooting.

Campus-wide and departmentally localized site licenses are maintained for software add-ons that are pertinent to basic staff functions. Departments must consult with the IT Department before making any software purchases. IT will then make every effort to familiarize itself with the add-ons such that it can supply training and Help Desk troubleshooting for these applications.

The IT Department maintains control of desktop administrative rights to individual employee PCs/Laptops/Tablets in order to avoid downloads of “toolbars” and other unnecessary and potentially damaging software add-ons.

Computing Lab Software

Procedure 3358-7-08 has been established for the deployment process of imaging classroom computing labs. Computing lab PCs are always “imaged” as groups prior to each academic term with the latest, approved Microsoft operating system and Microsoft software. Additionally, lab images are loaded with proprietary software programs (or online access to curriculum enhancing technology for specific courses) as requested by Faculty, approved by the Academic Deans in consultation with the IT Department, and purchased by the IT Department who will ensure they are legally licensed. These materials include software and online programs that come “bundled” with students’ textbooks that have been approved by the IT Department before being adopted.

The College’s IT Department cannot be held responsible for training, troubleshooting, or maintaining software, accounts, logins, connectivity, etc., associated with “third-party” products, for instructors or students.

PERSONS AFFECTED

All Edison State Community College employees and students.