



Judith Herb College of Education Software Request Policy

Policy Statement

All requests for instructional software to be installed on the computer labs and mobile carts in the Carver Resource Center will be reviewed and approved in advance through both the Carver Resource Center and College Computing offices.

Reason for Policy/Purpose

Acquisition of software must be centrally coordinated to insure compatibility with existing network architecture and to maximize utilization throughout academic programs in the College.

Testing

The College IT staff will need approximately two weeks to test specialty software to ensure basic performance in the lab environment. Since College IT /Carver Center Staff are not experts in the use of all specialty software packages, it is the responsibility of the requesting parties to test the full functionality of the software and report problems.

Maintenance

The College IT team will apply updates of all installed software as appropriate between semesters and on an as-needed basis.

Upgrades and Financial Responsibility

It is the responsibility of faculty and/or departments who have purchased specialty software that have been installed on the lab computers to pay for needed upgrades as necessary.

It is also the responsibility of the purchaser to provide proof of current licensing for specialty software. If the original licensing period expires and is not renewed, the software will be removed from the computers.

Support

Any support for the functionality of specialty software is the responsibility of the requesting party. The Carver Resource Center Staff are trained to support only the specifically listed software packages (refer to attached document: *The Carver Resource Center Supported Software*).

Requests

Requests should be submitted using the **Software Request Form**.