

NSIT Academic Technologies

POLICY: USITE Software Installation Policy

NUMBER: ATsoftware-1

EFFECTIVE: 28 October 2003

The USITE Computing Classrooms and Clusters offer a wide range of software and technology options through its general-purpose computing facilities and computer-based collaboration and teaching environments. General use software and widely-adopted applications are provided by NSIT as a service to all users. This includes the base supported operating system and extensions, site-licensed applications that include a word processor and spreadsheet, common file viewers, and widely-adopted commercial packages that are regularly used across campus and by other Academic Technologies' units.

At times, USITE software offerings may not meet the curricular needs of a particular course or academic program. Academic Technologies does not have funds to procure curricular software and as a result, it does not subsidize software for courses. Therefore, faculty, departments, and academic programs may incorporate applications into the standard software suite of each supported platform through the USITE "build" process. To add a piece of software to the USITE build, the following steps must be met:

1. Each application shall have an academic sponsor who will be responsible for procuring the software, obtaining updates, and identifying courses that will make use of the application.
2. A minimum of ten (10) concurrent licenses must be provided along with a copy of the license agreement, original software media, and at least one set of documentation. The software must be compatible with the existing USITE license management systems, and must not require hardware keys or other machine-specific usage control mechanisms.
3. All software and documentation must be provided to USITE by mid-term of the quarter prior to desired quarter. In other words, for an application to be installed for Winter Quarter, all materials must be received by mid-term of Autumn Quarter. Software includes any data sets or other materials that need to be placed on the computers by default.
4. Academic sponsors or their designees are responsible for testing the software prior to the start of the desired quarter.

Curricular software will remain on the software build for the remainder of the academic year in which it was deployed. At the end of the academic year, the sponsor will be contacted to determine if the software should remain on the build and whether or not an update is needed. If the application is unable to operate under the supported version of the operating system, the academic sponsor is responsible for providing the necessary updates or the software may be removed from the USITE software build.

USITE strives to ensure the successful installation and operation of all software on the standard build. However, given the nature of public computing clusters, software may not operate correctly in a secure multi-user environment. Working in conjunction with the sponsor or designee, USITE will make every effort to thoroughly test and deploy the curricular applications, identify technical or operational issues, and work to eliminate errors as they arise. Academic Technologies does not guarantee deployment, nor is it responsible for software that is unable to function in a secure public computing environment.

APPROVED: Chad J. Kainz, Senior Director for Academic Technologies

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