

Purpose

The purpose of this policy is to define a framework for acquiring information technology hardware, and acquiring or developing new software at Fitchburg State University.

Scope

This policy applies to all hardware and software systems utilized by Fitchburg State University. It applies to any purchased or leased hardware and software, as well as licensed software, Software as a Service (SaaS), and proprietary software developed by Fitchburg State University or for Fitchburg State University by a third party.

Policy

Information Technology involvement and approval is required for any software/systems acquisition or development. This is important for reasons including:

- Ensuring that the hardware and software are consistent with the overall information technology strategy, standards and best practices and will operate effectively within the existing infrastructure
- Evaluating the hardware and software interface requirements to existing systems
- Evaluating the security capabilities, deficiencies and/or vulnerabilities
- Ensuring there are not already existing hardware and software products owned, leased or licensed by the university that provide equivalent functions
- Ensuring that any hidden costs of provisioning/licensing/ownership are accounted for including integration with existing systems and support costs
- Ensuring that the university takes advantage of preferred and volume pricing from vendors by centralizing technology acquisitions. The best pricing is received through consolidation of purchasing power
- Ensuring that there is proper review of licensing agreements for all software
- Accounting for any internal costs for programming, systems administration, training, networking and other support requirements
- Ensuring the software/system meets compliance requirements for any laws, regulations or industry requirements
- Ensuring adequate knowledge and documentation exists for proper user support

Role

Fitchburg State University Staff: Involve Information Technology on any acquisition of hardware or software.

IT Business Manager: Process the requests for new systems and software and maintain and inventory of software and licensing for the campus.

References CIS

2.1 Establish and Maintain a Software Inventory

References PCI

PCI
Requirement 6
Requirement 12

MA 201 CMR 17:00
Section 17.04

Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including loss of access rights and/or termination of employment under adherence to their respective collective bargaining agreement.

Students found to have violated this policy may have their access removed and may have additional actions taken as directed by the Student Code of Conduct.

Security Level Public