	Lloydminster Catholic School Division – Administrative Procedures
	AP 147 – Purchase and Installation of Software
Related LCSD AP's	AP 144: Information Security AP 145: Network System Services: MAN/Internet Access AP 250 Selection of Instructional Materials Learning Resources
Form(s)	
References:	*The Education Act, 1995* sections 85, 87
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Background

Only software approved by IT Manager and Chief Financial Officer may be purchased and installed on Lloydminster Catholic School Division devices except for Division allocated phones.

Guidelines:

- Therefore, only authorized software (i.e. with a proof of purchase and a valid license agreement) may be installed on a Lloydminster Catholic School Division device.

- Only authorized Lloydminster Catholic School Division IT personnel may install software.

- All software residing on Lloydminster Catholic School Division devices is considered the property of Lloydminster Catholic School Division.

- Proper licensing must be validated for all existing software to remain on Lloydminster Catholic School Division devices. This includes all software acquired by the school division or individual staff members, for example, software donations, departmental / grade level purchases, or promotional programs, etc.

Procedures

1. No Personnel, nor the IT Department, shall install software that has not been approved as per school division policy.

2. No personnel shall request any IT personnel to install software/applications on Division devices without the approval of the personnel's immediate supervisor.

3. Software owned and licensed by personnel may not be installed on Lloydminster Catholic School Division devices without recommendation from the Principal and approval from the IT Department. Similarly, Lloydminster Catholic School Division owned software may not be copied or installed on personally owned devices unless the license agreement provides for such conditions, and proper consent has been obtained.

4. Once approval has been obtained by the immediate supervisor, the request for software installation must be emailed to the IT Manager, with a copy to the principal.

5. Any software that is installed without the proper authorization will not be supported by the IT personnel and will be subject to immediate removal from the device(s).