AP 147– PROTOCOL RE: THE PURCHASE AND INSTALLATION OF SOFTWARE

Only software approved by Network System Supervisor and Supervisor of Technology may be purchased and installed on Lloydminster Catholic School Division computers.

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 computer.

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

- All software which presently resides on Lloydminster Catholic School Division computers is considered the property of the Lloydminster Catholic School Division.

- Proper licensing must be validated for all existing software to remain on Lloydminster Catholic School Division computers. 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. Information Technology personnel will refrain from installing software that has not been approved as per school division policy.

2. Personally owned software may **not** be installed on Lloydminster Catholic School Division computers. Similarly, Lloydminster Catholic School Division owned software may not be copied or installed on personally owned computers unless the license agreement provides for such conditions, and that the proper consent has been obtained.

3. No staff shall request any IT personnel to install software/applications on computers without the approval of his/her principal.

4. Once approval has been obtained the request must be emailed to the Network System Analyst, 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 computer(s).