

**POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: **Information Technology**
POLICY/PROCEDURE: **Supported Software**
DATE: **28 November 2006**
REVISION(S): 28 July 2009

NUMBER: **6.07**

Purpose

The purpose of this policy is to keep applications at the highest possible level and that all software is the same throughout the campus to ensure that the college uses the most up to date technology at the lowest reasonable expense. This provides a means for all users to share data in the same format.

Campus Supported Applications

1. Operating Systems
 - a) Microsoft Windows XP Professional
 - b) Microsoft Windows 2003 Server
 - c) Microsoft Windows 2008 Server
 - d) Linux (Enterprise level only)
2. Office Suites and Applications
 - a) Microsoft Office 2003 Professional
 - b) Microsoft Office 2007 Professional
 - c) Adobe Dreamweaver CS3
 - d) Adobe Photoshop CS3
3. Web Browser
 - a) Microsoft Internet Explorer 7 or greater
4. Antivirus Software
 - a) AVG 8.0

5. Miscellaneous Software

The Computer Services department supports a variety of software for individual classroom and lab use. Questions regarding classroom or lab software should be directed to the Computer Services department.

Software specific to individual classrooms must meet the following criteria:

- Enough licenses to support each computer that it will be installed on.
- Tested by the Computer Services department to ensure compatibility/functionality.
- Must not require users to have administrative privileges.

Personal Software

Installing personal software on college computers, in most cases, is prohibited. Personal software is defined as software purchased by an individual for home use and may include productivity applications such as word processing and spreadsheet programs, computer games, or personal photo editing and management software. Most personal license agreements prohibit installation on more than one machine. Violations of license agreements may subject the college to heavy fines and sanctions.

Any software not purchased, licensed and tested by the Computer Services department is generally prohibited. If unlicensed software is detected on any machine, the software will be removed and the user advised of this policy. Repeat offenders may be subject to the college's due process. Any questions regarding license agreements or software installation should be directed to the Computer Services department.

Privately Owned Computers

Students, faculty, and staff may connect personal computers to the campus network as long as the minimum security standards are met (see COPP 6.05). Network addresses will only be authorized after the minimum standards are verified by the Computer Services department and computer information recorded. All privately owned computers will be setup on the student network only.

AUTHENTICATION (Signature):	COPP
_____	28 July 2009
President	(Date)
	6.07