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<b>TITLE: Software Installation</b>	
<b>EFFECTIVE DATE:</b> November 28,2006	
<b>LAST REVISION:</b> August 31,2014	Policy No. 3.1005

**Policy Statement**

1. Purpose

The purpose of this policy is to outline the requirements around installation software on the college owned computing devices. To minimize the risk of loss of program functionality, the exposure of sensitive information contained within the college’s computing network, the risk of introducing malware, and the legal exposure of running unlicensed software.

2. Scope

This policy applies to all the college employees, contractors, vendors and agents with a college-owned mobile device. This policy covers all computers, servers, smartphones, tablets and other computing devices operating within the college.

3. Policy

3.1 Employees may not install software on the college’s computing devices operated within the college network.

3.2 Software requests must first be approved by the requester’s manager and then be made to the Information Technology department or Help Desk in writing or via a service request.

3.3 Software must be selected from an approved software list, maintained by the Information Technology department, unless no selection on the list meets the requester’s need.

3.4 The Information Technology Department will obtain and track the licenses, test new software for conflict and compatibility, and perform the installation.

4. Policy Compliance

4.1 Compliance Measurement

The Chief Information Officer will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback.

4.2 Exceptions

The Chief Information Officer must approve any exception to the policy in advance.

4.3 Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Source of Policy: Information Technology

Responsible Administrator: CIO

Related Policy: \_\_\_\_\_

LCTCS Policy Reference: NA

LCTCS Guideline Reference: \_\_\_\_\_

Approved by: 

Date: 0831/14

Chancellor Andrea Lewis Miller