

Ouachita Baptist University

Policy on Information Technology Acquisition, Development and Use

*Adopted by the Board of Trustees
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Ouachita Baptist University

Policy on Information Technology Acquisition, Development and Use

Teaching, learning, research and other university functions benefit from a well-designed, stable, integrated information technology backbone. In fact, information technology has become an integral part of virtually all functions of the university. As such, a comprehensive policy to guide the purposeful acquisition, development and use of university information technology systems is essential.

This policy document is intended to provide guidance to all end users of campus information technology systems and establish a collaborative environment that meets the needs of those users while maintaining the integrity of the hardware, software and data that make up the systems. The Office of Information Technology Services has oversight and coordinating responsibility for all technology systems and services.

Acquisition and Development

All members of the University community must consult with IT Services before developing, purchasing or contracting for information technology products, services, support or consulting. This set of guidelines applies to any device(s) that are to be connected to university networks, software that is to be installed on university hardware and/or any of the above that is to be supported by IT Services, with the exception of student-owned computers and peripherals. All acquisitions and deployments of information technology hardware or software within the university must conform to these guidelines to maximize functionality, minimize conflicts and avoid duplication of resources. All project requests for the acquisition or development of information technology must consider the impact of the project on other university technology systems and whether existing systems can be modified to meet the needs of the request.

PROJECT SUBMISSION REQUIREMENTS

All information technology project requests must be submitted to the Director of Information Technology for review. A major project is defined as any proposal to purchase or develop information technology hardware or software having a total project cost in excess of \$10,000 or 40 hours of development time.

Minor project requests must include:

- A description of the current/future needs to be met by the project
- Potential vendors for the project
- An estimated budget and funding source
- Requested completion date

Major project requests must include:

- A description of the current/future needs to be met by fulfillment of the request
- Specific outcomes expected as a result of the project
- Identified dependencies on or conflicts with existing university systems
- Potential data security issues
- Listing of potential stakeholders involved or affected by the project
- Potential vendors for the project
- An estimated budget and funding source
- Requested completion date
- A copy of any proposed contracts or quotes
- Expected life of the project before a major hardware/software upgrade is required

A submission guideline is included in appendix A, which may be copied and used for submitting project requests, although other formats are acceptable.

Projects that are considered minor may be approved by the Director of Information Technology. Major projects require the following additional review prior to final approval by the Director of IT:

- For project requests involving academic technologies, the review and recommendation of the Learning and Technology Resources Committee
- For other project requests, the review and recommendation of an ad hoc committee made up of administrative staff from any areas affected by the project.
- For projects involving academic and non-academic technologies, the review and recommendation of an ad hoc committee comprised of members from the Learning and Technology Resources Committee and administrative staff from any areas affected by the project.

Equipment Disposal

Any technology equipment, including computers, phones, printers, monitors, etc., or any equipment that has an OBU asset tag (blue metal tag with a stock number), may not be disposed, transferred, donated or sold without first contacting IT Services.

Use of Computers and Networks

GENERAL PRINCIPLES

University information technology resources are provided to faculty, staff, students and guests for the purposes of study, research, service and other university related activities. Access to computer systems and networks owned or operated by Ouachita Baptist University imposes certain responsibilities on users and obligations to users and is granted subject to University policies. Acceptable use always is ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and

individuals' rights to privacy and to freedom from intimidation, harassment, and malicious annoyance. Violations of this code will be reviewed through established procedures and could result in restrictions, expulsion, or criminal procedures. Punitive actions may be appealed through the same procedures.

Specific acceptable use guidelines can be found on the Information Technology Services website at <http://www.obu.edu/ITS/> and are incorporated into this policy.

Energy Efficiency

The following are energy-savings practices recommended to help reduce energy consumption on campus. Contact the Office of Information Technology Services for assistance implementing these recommendations.

COMPUTER

- **Turn off your monitor or enable "power saving" functions.** Turning off the monitor when you are not using your computer will help conserve energy. The life of a monitor is related to the amount of time it is in use. If you will be away from your computer for an extended period of time, placing your monitor in a 'power saving' (or sleep) mode is as efficient as turning it off.
- **Disable your screen saver.** Screen savers keep the computer in use and generate energy. The best solution is to turn off your monitor. Please consult IT Services if you work in a public area where your screen is easily viewable by others. Screen savers are sometimes employed with low timeout values so that sensitive data cannot be viewed by others. Likewise, password-enabled screen savers may be appropriate in some environments.
- **If your computer is not being backed up nightly, you may be able to turn it off.** Check with IT Services first. You will need to allow the computer operating system to install security updates, which may require a reboot.

PRINTERS & PERIPHERALS

- **Turn off peripherals, unless you are using them.** This includes printers, PDA devices, fax machines, and scanners, all of which consume large amounts of energy. Check with IT Services to see if any of these peripherals can go into a power-saving mode.
- **Reduce printing by using the "print preview" option.** Review your document onscreen instead of printing it.
- **Use a copier, rather than a printer,** to make multiple copies of a document.
- **Avoid printing hard copies of e-mail messages.**

- **Maximize printing by using both sides of the paper.**
- **Load your printer with paper that has already been printed on one side and use new paper for final versions.**

PURCHASES

- **Consider budgeting for laptop computers that consume less energy** than a mini-tower or full-sized desktop machine.
- **LCD vs. CRT.** Flat-panel liquid crystal display (LCD) displays, although more expensive than conventional cathode-ray tube (CRT) monitors, are far more energy-efficient. Spending more upfront may well prove cost-effective over time.
- **Networking/sharing a printer** is a more energy/cost-efficient solution than purchasing multiple personal printers.

Appendix A

Software/Hardware Acquisition Questionnaire

1. Please give a brief description of project:

2. The key goals of the project:

3. Projected deadline:

4. Key vendor contact information: please include Name, title, email address, phone, fax number and website.

5. Who is the assigned internal project coordinator?

6. Budget for the project (Break it out in the following categories)
 - a. Hardware
 - b. Software
 - c. Installation
 - d. Training
 - e. Yearly/Recurring costs, ie. maintenance fee, license renewals, etc.
 - f. Estimated life before a hardware/software upgrade will be needed

7. Detailed software information
 - a. Is this a new install or upgrade?
 - b. If it is an upgrade what is the current version we have and what is the new version?
 - c. Please list any additional software components that are needed. If they are to be purchased from a different vendor please provide the same contact information and version number as for the primary software installation.

 - d. List any prep work that you know of that must be complete prior to the installation.

 - e. Is the vendor to provide training? If so, what is the scope of the training?

8. Detailed hardware information
 - a. Please list the hardware specifications provided by the vendor.
 - b. Will hardware be provided by the vendor or will IT Services order the hardware.
 - c. Number licenses needed.
9. List all of the key milestones you know of for the project
10. Will the installation be done by the vendor or from one of the IT Services staff members? If vendor, please provide the installer's contact information.
11. Are there plans for a maintenance agreement? If yes, what are the terms? If no, explain why.
12. Will your main support contact be with the vendor or IT Services.
13. How mission critical will this application be to your department if it should go offline for a period of time?
14. Has Disaster Recovery been planned or discussed? If so, please give details.