Changing Lives...Building Communities

Title of Procedures: Software Use for Faculty and Staff

_____

 Applies to (check all that apply):
Faculty__X__   Staff __X__   Students____
Division/Department____   College ___

Topic/Issue:
Faculty and staff are eligible to use only software applications that have been purchased by the College and installed by a technician.

Background to Issue/Rationale for Procedure:
To provide guidelines for using software applications licensed through the College.

State/Federal Regulations Requirements (cite if applicable):
- U.S. Copyright Law
  More information can be found at http://www.copyright.gov/
- Software manufacturer's License Agreement and Terms of Use

Procedure Language:

        Baltimore City Community College provides the necessary software applications for faculty and staff to use to perform their daily tasks in the workplace. All software applications are pre-installed on college-owned equipment –desktops and laptops. The equipment and the software applications are licensed through the College; therefore, employees have the responsibility to use these resources in an ethical and lawful manner.

Software for College-owned Equipment:

        The Maryland Enterprise Education Consortium (MEEC) is a contract that allows educational institutions in Maryland to purchase Microsoft and other software products at a discounted rate. Baltimore City Community College (BCCC) purchases software through the MEEC contract, and distributes the software to faculty and staff for use on their office computers and laptops. All software purchases, regardless of the budget designation, must be approved (in FMIS) by the Computer Information Technology Services Department (CITS). Likewise, software installation on college-owned equipment must be performed by a technician in CITS.

MEEC software applications include:
- Microsoft Windows Operating Systems (including upgrades)

- Microsoft Office
- Microsoft Expression Web
- Microsoft Project
- Microsoft Visio
- Microsoft Visual Studio
- Symantec Antivirus and Antispyware
- Adobe Creative Suite 4

Specialized Software:

BCCC has a standard list of software applications that are installed on college-owned computers and laptops for faculty and staff. However, if a specific software application is required, faculty and staff should contact the CITS Service Desk. The CITS' staff will perform the following tasks:

1. Create a service request and assign the ticket to the PC Supervisor to find out if the application is available in the CITS' software library.
2. If the software is available, a technician will come out to install the product on the user's college-owned computer or laptop.
3. If the software is not available, the user will be notified via email and provided with a quote. The user must seek approval to purchase the software application from their supervisor or their cost center manager.
   a. If the software application is purchased, a technician will perform the installation once the product is available.
   b. If the software is not purchased, the service request will be closed.

Software and Textbooks:

Occasionally publishers may package some textbooks with a software application. In this event, faculty members must contact the CITS department to have a technician perform the installation on college-owned equipment. If the textbook comes with a resources disc such as data files, instructor's manual, etc, a technician is not required to access these files on the disc. However, if guidance is needed, the faculty member may contact the CITS Service Desk.

Software Support:

The Computer Information Technology Services Department (CITS) only supports **BCCC-owned equipment and BCCC-licensed software applications.** Therefore, CITS will not be responsible to support or repair any personal computers, laptops, or other computing devices. As a courtesy to employees, CITS' staff may offer advice to faculty and staff and/or redirect them as to where they can acquire technical support for their personal computing needs.

<u>Software for Personal Use</u>:

Faculty and staff have two options to purchase software applications for their personal computers:

1. Purchase software through the MEEC "Work at Home" Licensing Agreement. This option allows an employee to install the software application once on a personal computer (*Note: The "Work at Home" option is not available for all software applications, and it is only available to current employees*).
2. Purchase software through the MEEC "Student Select" Licensing Agreement. (*Note: Individuals do not have to work at the college to participate in the "Student Select" Licensing Agreement*).

<u>Where to Buy</u>:

Software applications are available for purchase through e-Academy, an online distributer. Both agreements – The "Work at Home" and the "Student Select" include the option to download the software or have the media mailed to you. The College shall not be held liable for damages to computers or laptops due to the installation of software purchased for personal use. The e-Academy Web site is located at: http://e5.onthehub.com/WebStore/ProductsByMajorVersionList.aspx?ws=22a07123-9be4-dc11-8873-0030485a6b08&vsro=8

Proposed Implementation Date: Upon Board Approval
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Originator/Division: Computer Information Technology Services