

Computer Lab Software Installation Policy for the Metropolitan Instructional Support Laboratory

(approved by the GSE Coordinating Council 12/8/08)

Context:

The Metropolitan Instructional Support Laboratory (MISL) provides computer lab space for faculty, staff and student use as individuals or in classes. The lab is an “open access” lab in accordance with the Office of Information Technology (OIT). Standard software that is found in all OIT labs is installed and maintained in collaboration with OIT. In addition, software that is specific to the needs of Graduate School of Education faculty and staff may be installed on lab computers. This policy applies to both stationary and portable lab computers.

Policy:

Scenario 1:

The requestor already owns the software.

- 1) The requestor must provide proof of ownership for the licenses needed for the number of computers the software is to be installed on.
- 2) The requestor must deliver the software to the MISL Director at least 2 weeks prior to the date that they intend to use the software.
- 3) The requestor must notify the MISL Director when the software is no longer needed on lab computers.

Scenario 2:

The requestor is asking for software that is available free via the Internet and serves a purpose directly related to curriculum in the GSE.

- 1) The requestor must provide appropriate links or MISL staff to use to download the software.
- 2) The requestor must provide this information at least 2 weeks prior to the date that they intend to use the software.
- 3) The requestor must notify the MISL Director when the software is no longer needed on lab computers.

Scenario 3:

The requestor is asking the GSE to purchase software that is directly related to the curriculum in the GSE for use in a specific class or program.

- 1) Funding for the software is provided by the requestor – or – provided through GSE or MISL funds if available.
- 2) The requestor must provide full information about the software (producer, title, version, platform, number of copies, portable or stationary labs) at least 8 weeks prior to the date they intend to use the software. Timely installation is contingent on receipt of the software at least 2 weeks prior to the intended use.