SLC Software Policy – SCALE UP rooms and Auditoriums

1. Who pays?
   CTL does not pay for software to be used in the SCALE UP classrooms or the two lecture halls. Software that is not free or open source will require purchase by a school or a department.
   Account codes may be provided to CTL for purchase of software or a quote may be obtained by CTL/SLC IT staff for the department/school.

2. Software Compatibility
   Software must be compatible with Windows 10 or Mac OS X 10.11 (or later) depending on which operating system environment is needed.

3. Licensing
   When purchasing software, it is up to the department or school to purchase the appropriate number of licenses to make the software available on all computers.
   Each operating system counts as one computer (i.e. if you need software to run on both the OS X and Windows operating systems of all 25 computers in SCALE UP 145, you must order 50 licenses.)

4. Trial/Demo software
   CTL/SLC IT staff will not install trial, demo, or limited use software on any of the computers in the SCALE UP rooms or on the PCs in the two lecture halls.
5. Software Review

All software is installed for a single semester. Previously requested software should be reviewed before the software request process to determine if it is needed the following semester.

*To retain software, a new request must be submitted by each school or department before the start of the next semester.*

If no response to software request email sent from CTL/SLC IT staff to faculty/schools/departments is given by the deadline set forth in the timeline below, it will be assumed that currently installed software is no longer needed and that no additional software will be needed for the following semester.

6. Restriction Policy

CTL/SLC IT staff will not restrict software installed on SCALE UP room computers to an individual group of users.

It is understood that all software installed is free to be used by all students in the respective classrooms throughout the day.

7. Hardware/Infrastructure Compatibility

Software must not interfere with existing system architecture. Every effort will be made by CTL/SLC IT staff to install requested software.

However, should software prove to be incompatible with existing network infrastructure or place excessive strain on existing hardware, CTL/SLC IT staff reserve the right to refuse installation of software.

8. Software Training and Support

Training and support of specialized software is not offered by CTL/SLC IT staff. It is expected that the requesters of the software will train students on the use of requested software. CTL/SLC IT staff will install software and verify that it is working properly on the computers.

Correct and proper usage of the software and all support regarding usage of the software falls to the requesters of said software.
Timeline for SLC software requests (beginning with Spring 2018)

**Spring 2018**

October 23, 2017: Software request email for spring semester sent to faculty/schools/departments.

October 30, 2017: Second software request email for spring semester sent to faculty/schools/departments.

December 5, 2017: Deadline for faculty/schools/departments to submit software requests.

December 8, 2017: Spring semester software purchasing begins.


January 3, 2018: Deadline for lab software to be finalized. **No software changes for spring semester after this date!**

**Fall 2018**

April 2, 2018: Software request email for fall semester sent to faculty/schools/departments.

May 1, 2018: Second software request email for fall semester sent to faculty/schools/departments.

May 31, 2018: Deadline for faculty/schools/departments to submit software requests.

June 5, 2018: Fall semester software purchasing begins.

July 2, 2018 – August 5, 2018: Software testing and installation.

August 6, 2018: Deadline for lab software to be finalized. **No software changes for fall semester after this date!**

Initial Policy date: August 18, 2016

Revision 1, 8/23/2016

Revision 2, 6/12/2017 - Section 5 (modified segment regarding requesters and software request deadline, emphasis added.)

Revision 3, 8/9/2017 – Updated timeline for spring and fall 2018.