



**OFFICE OF  
INFORMATION TECHNOLOGY  
STEVENSON UNIVERSITY**

## ***Stevenson University Software and Cloud Computing Services Policy***

Last Updated: January 10, 2025

## 1. PURPOSE

Stevenson University is required by law to properly license all software used in campus operations. Use of cloud-hosted services in a manner that integrates any university data must comply with all regulatory, institutional and cyber-insurance requirements for safeguarding the data.

## 2. SCOPE

This policy applies to:

- 2.1. All technology services used for Stevenson University activities, operations and other official functions.
- 2.2. All software on devices owned and managed by Stevenson University, excepting mobile phones and tablets for specific sections of this policy.

## 3. DEFINITIONS

- 3.1. Cloud computing service: Any function provided through an agreement with an external organization that includes the ability to store or transmit electronic information or facilitate a service.
- 3.2. Software: Any code, program or application designed to perform specific functions on a device.
- 3.3. Technology resource: Any device, software or service that stores or transmits electronic information as part of its function.
- 3.4. Device: Any equipment or hardware that stores or transmits electronic information. This includes computers, mobile devices, network equipment, phones, and server systems.

## 4. POLICY

### 4.1. Responsibilities

- 4.1.1. The Office of Information Technology (OIT) administers and supports core software and services used by all university users.
- 4.1.2. Other University groups that manage additional services or software needed to support specific business or academic operations must coordinate with OIT in all phases of acquisition, maintenance and support, renewal, disposal and termination.

### 4.2. Acquisition

- 4.2.1. Before any service or software is acquired or implemented (purchase, licensed, gift, etc.), it must be approved by the appropriate department head and the Chief Information Officer (or designated representative) and meet the expected requirements of the EDUCAUSE HECVAT Vendor Assessment Toolkit.
- 4.2.2. Evidence of legal acquisition must be kept. Records should be stored, readily retrievable, and should include statements of all licenses in use, license counts, locations where services or software are installed or available, to whom assigned, and sub-license statements where required.
- 4.2.3. The purchaser does not become the owner of the software, service and/or copyright. Rather, the purchaser will have certain restrictions imposed by the owner. The precise rules are described in documentation and/or license.

### 4.3. Maintenance and support

- 4.3.1. OIT must be notified before any approved service, or software is added to Stevenson technology resources. Software and services on Stevenson managed mobile phones and tablets are exempted.
- 4.3.2. OIT will determine how additional services or software will be supported. Some additional services may have limited support from OIT. In other cases, OIT will not provide support.
- 4.3.3. Software and services must be configured within the restrictions defined by licenses or agreements with vendors.
- 4.3.4. Installations should be documented so that it is clear what was installed, when, and by whom.

- 4.4. Renewals: Licensing or contract renewals must be approved by the appropriate department head and the Chief Information Officer (or designated representative).



- 4.5. Pre-existing licenses or contracts: Any software or service acquired before the effective date of this policy will be subject to the policy provisions upon the next renewal.
  - 4.6. Disposal and termination
    - 4.6.1. The purchaser is responsible for removing software and services when the licenses or contracts expire.
    - 4.6.2. The purchaser is responsible for updating any licensing or purchase documentation that was provided when it was acquired.
  - 4.7. Unauthorized software and services
    - 4.7.1. The following types of cloud computing services are not allowed on any Stevenson technology resource:
    - 4.7.2. The following types of software are not allowed on any Stevenson technology resource:
      - 4.7.2.1. Pirated software. This includes any software copied or downloaded in violation of the software license.
        - 4.7.2.1.1. Software with expired licenses must cease to be used on or prior to the final date of valid licensing.
        - 4.7.2.1.2. Unapproved freeware or shareware is subject to review and removal by OIT if found to be out of compliance with any licensing, security requirement or other institutional policy expectations.
  - 4.8. Right of Revocation of any previous approval granted by the Chief Information Officer (or designee) in extreme circumstances (cyber-attack, data breach, etc.), is necessary to meet institutional information security requirements. These actions will be brought to the University leadership, as appropriate.
5. **ENFORCEMENT:** See OIT Enforcement Policy.
  6. **APPROVAL:** Office of Information Technology (Month Year)