Cornwall-Lebanon School District

Software Installation Guideline

Purpose

The goal of the IT department is to provide stable technology solutions that both perform well and appropriately address business needs. A lack of standards regarding what software titles can be installed on company end-user devices, including desktop and laptop machines, can hinder provision of excellent service to all end users and departments.

The purpose of this Software Installation Policy is to address all relevant issues pertaining to appropriate software installation and deployment on Cornwall-Lebanon School District end-user computing devices.

This policy is a living document and may be amended at any time. Any questions regarding this policy should be directed to the district technology coordinator.

Scope

This policy applies to all software, servers, desktops, and laptop computers owned and operated by Cornwall-Lebanon School District and all users of such systems.

Policy Statements

1. Approval must be obtained from the district technology coordinator to have software installed on your device. This includes all software titles, privately owned and licensed titles. The IT department reserves the right to reject any software installation request for any reason.

2. Software titles are to be installed on district-owned end-user devices by technology services.

3. Self-installable titles can be found on the software application site linked from the building portal sites. All software installed on Cornwall-Lebanon School District systems (including all commercial and shareware products) must be used in compliance with all applicable licenses, notices, contracts, and agreements. The IT department reserves the right to uninstall any unapproved software from a district-owned machine.

4. The IT department reserves the right to monitor software installation and usage on Cornwall-Lebanon School District's end-user computing devices. The IT department will conduct periodic audits to ensure compliance with this Software Installation Policy. Unannounced, random spot audits may be conducted as well. During such audits, scanning and elimination of computer viruses may also be performed. Other unsanctioned software may also be uninstalled at this time.

Non-Compliance

Violations of this policy will be treated like other allegations of wrong doing at Cornwall-Lebanon School District. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for non-compliance may include, but are not limited to, one or more of the following:

1. Disciplinary action according to applicable Cornwall-Lebanon School District policies;
2. Termination of employment; and/or
3. Legal action according to applicable laws and contractual agreements.