

## INFORMATION TECHNOLOGY ADMINISTRATION PROCEDURES

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| Document ID                | Information Technology Administration Procedures  |
| Related Documents          | Technology Hardware Purchasing Procedures<br>IT Services Agreement Procedure<br>Policy for Acquiring Software |
| Date                       | 16 December 2016  |
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| Authorised by              | Director of Accreditation, Compliance and Quality Assurance   |
| Approved by                | Executive Management Team [10 January 2017]   |
| Version                    | 1.0   |
| Responsible Officer        | ICT Manager   |
| References and Legislation |   |

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## 1. Purpose

Provides guidelines for the administration of information technology assets and resources within the College.

## 2. Scope

All students and employees who use or access APIC's technology equipment and/or services are bound by the conditions of these procedures.

## 3. Definitions

| Item | Definition |
|------|------------|
|      |            |
|      | NIL        |
|      |            |

## 4. Procedures

All software installed and the licence information must be registered on the ICT Asset Management System. It is the responsibility of the local Network Administrator to ensure that this registered is maintained. The register must record the:

- software is installed on every machine
- licence agreements in place for each software package
- renewal dates if applicable.

The local Network Administrator is responsible for the maintenance and management of all service agreements for the College's technology. Any service requirements must first be approved by the ICT Manager.

The local Network Administrator is responsible for maintaining adequate technology spare parts and other requirements including toners, handsets, desktop, monitors and other IT accessories.

A technology audit is to be conducted annually by the ICT Manager to ensure that all information technology policies are being adhered to.

Any unspecified technology administration requirements should be directed to the ICT Manager.

## 5. Document Change Control

| Version | Change Description       | Date             | Author        |
|---------|--------------------------|------------------|---------------|
| 1.0     | Put in new policy format | 16 December 2016 | Corinne Green |
|         |                          |                  |               |
|         |                          |                  |               |