

POLICY FOR ACQUIRING SOFTWARE

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Related Documents	Internet, Email and Social Media Guidelines Financial Management Policies and Procedures Use of Software Policy
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1. Purpose

Guidelines for the acquisition of software for the College to ensure that all software acquired by the College is appropriate, value for money and, where applicable, integrates with other technology in use by the College. These guidelines apply to software obtained as a part of any hardware bundle or pre-loaded software.

2. Scope

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

3. Definitions

Item	Definition
	NIL

4. Requests for Software

All software, including all types of non-commercial software such as open source, freeware, etc. must be approved by the ICT Manager prior to the use or download of such software.

5. Purchase of Software

The purchase of all software must adhere to these guidelines and be in line with the Delegations Policy.

All software must be purchased by the local Network Administrator from an approved supplier and provide Educational Volume licensing.

All purchases of software must be compatible with the College's server and/or hardware system.

Any changes from the above requirements must be authorised by the ICT Manager.

6. Obtaining Open Source or Freeware Software ...

Open source or freeware software can be obtained without payment and usually downloaded directly from the internet. In the event that open source or freeware software is required, approval from local Network Administrator must be obtained prior to the download or use of such software.

All open source or freeware must be compatible with the College's hardware and software systems.

Any change from the above requirements must be authorised by the ICT Manager.

7. Document Change Control

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