



Software Installation Policy

Overview

Purpose

The purpose of this policy is to address all issues relevant to software installation and deployment on district computer systems.

Authority

The Director of Technology administers this policy. This policy is currently effective for all district employees and computer systems.

Continuance

This policy is a living document and may be modified at any time by the Director of Technology or the Board of Trustees.

Software installation policy

Mission

San Felipe Del Rio Consolidated Independent School District's objective is to enable employees to perform their tasks with technology that is in good operating condition while appropriately addressing the business needs.

Dilemma

Historically, we have not consistently addressed how software is to be deployed to the district's computer systems. This lack of a standard policy has adversely affected the technology mission at times. This policy will set protocol as to how software is to be delivered to better enable the Technology Department to achieve its objective of delivering stable, well-performing technology solutions.

Installation and support of San Felipe Del Rio CISD, software

The San Felipe Del Rio CISD, Technology Department is exclusively responsible for installing and supporting all software on district computers. This responsibility set includes:

- Office/Classroom desktop computers
- District laptop computers
- Computer lab desktop computers.

The San Felipe Del Rio CISD, Technology Department relies on installation and support to provide software and hardware in good operating condition to district employees so that they can best accomplish their tasks.

Current software

San Felipe Del Rio CISD Technology Department, in coordination with all other departments, has decided upon the following software standards:

Desktop operating system

- Microsoft Windows XP SP2 with critical updates

Productivity tools package

- Microsoft Office 2003 with Service Release
 - Word
 - Excel
 - PowerPoint
 - Access
 - Outlook
 - Publisher

Internet software

- Internet Explorer 6.0 with 128-bit encryption

Accessories

- Adobe Acrobat Reader 8.0
- Norton Antivirus Enterprise 10.1

The current software can exist in any one of the following scenarios:

- An Technology Department-created “image” or OEM installation on the hardware
- An Technology Department installation procedure that provides for the following:
 - Installation options
 - Upgrade considerations (if applicable)
 - Data conversion (if applicable)
- A shortcut to a network application (not truly an installation)
- An automated installation through an IT-developed solution that may be used in a rapid-deployment scenario or silent-install situation

Software **cannot** be present on San Felipe Del Rio CISD, computers in the following scenarios:

- An installation not by a procedure
- A piece of software purchased for one’s home computer
- A downloaded title from the Internet
- A pirated copy of any title
- A different title from the current software list of this policy
- Any means not covered by the ways that software can exist on San Felipe Del Rio CISD, computers

Software licensing

The software titles on the district’s current software list are not freeware; therefore, the cost of software is a consideration for most titles and their deployment.

It is the goal of the Technology Department to keep licensing accurate and up to date. To address this, the Technology Department is responsible for purchasing software licenses for the following software categories:

- Desktop operating system software
- Productivity tools package
- Internet software
- Accessories

The other software categories (workgroup-specific titles) are the purchasing responsibility of the workgroup in which they serve. However, the application(s) are still installed and supported by the Technology Department.

To control costs, licensing costs are a factor in the decision-making processes that go into client software planning and request approval.

Software requests

If a user is to request software for their computer, the proper method will be contact the help desk.

Summary

San Felipe Del Rio CISD, software installation policy

This policy is designed to let San Felipe Del Rio CISD, employees achieve their business objectives. Any aberrations from this strategy will require the Technology Department to re-deploy software and/or hardware solutions. Full cooperation with this policy is appreciated so that all goals can be met in accordance with the business objectives.