01. POLICY STATEMENT

01.01 Texas State University is committed to supporting the educational mission of the institution through efficient information technology availability and support. The following procedure contributes to the fulfillment of this policy.

02. INFORMATION TECHNOLOGY ACQUISITIONS IN STUDENT AFFAIRS

02.01 All Information Technology acquisitions and use of cloud-based services (including free services) must be approved through the VPSA Office. Consultation should occur in the planning phase for such purchases.

02.02 Student Affairs has a divisional procedure for the acquisition of information technology hardware, software and services. The purpose of this procedure is to ensure that:

a. acquisitions align with existing university policies and processes

b. the greatest value in technology is acquired with the resources available within the division;

c. all equipment and software purchases are compatible with Texas State's computer systems;

d. high standard and optimum quality for the cost is purchased, i.e., low-end and earlier generation equipment is NOT purchased with divisional or departmental resources;
e. equipment provided to each workstation is compatible with the skills of the primary user AND the level of production required of that job position; and

f. resources are equitably shared throughout the division.

03. INFORMATION TECHNOLOGY TRANSFER POLICY

03.01 All transfers of information technology in Student Affairs must be approved by the VPSA Office and the respective Student Affairs Information Technology Team (SAIT Team) department representatives. When the VPSA IT staff receives a request from a department, it is evaluated to identify the best solution for the office and the division.

03.02 Procedures

a. The VPSA IT staff serve as liaisons between the department requesting technology, other divisional departments and the Vice President.

b. The VPSA IT staff receive all requests. The VPSA IT staff evaluates and identifies the costs associated with the new technology, compatibility with other University technology, and departmental needs.

c. Before receiving approval to purchase new technology, use of existing technology must be evaluated.

d. The VPSA IT staff and the SAIT Team representative will review the priorities for used technology throughout their department and the division before making a recommendation to the VPSA.

04. SOFTWARE PROCEDURES

04.01 The following procedures must be applied to ensure licensing compliance regarding:

a. All software and services must be acquired by the department, the division or be Texas State site licensed software; No personal software may be installed.

b. When evaluating software or services, departments should leverage the resources licensed and supported by the Texas State Information Technology division when possible.
c. If a department wishes to acquire software outside of existing Texas State standards then the department should submit a formal request to their SAIT Team Representative and the VPSA IT staff that includes the following:

1. Can the requested software accomplish tasks that currently available software cannot?

2. Is the user unable to accomplish their job with current software?

3. Demonstrate a business case scenario for acquiring the software.

d. A user should consult their SAIT Team representative and technical support staff before any new software or service is implemented.

05. MAJOR RESPONSIBILITIES ASSOCIATED WITH THIS SA/PPS

05.01 Major responsibilities for routine assignments associated with this SA/PPS include the following:

<table>
<thead>
<tr>
<th>Position</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Technology Team</td>
<td>E2Y</td>
</tr>
<tr>
<td>VPSA Office Supervisor, Systems Services</td>
<td>E2Y</td>
</tr>
<tr>
<td>VPSA Office Systems Support Analyst</td>
<td>E2Y</td>
</tr>
</tbody>
</table>

06. CERTIFICATION STATEMENT

This SA/PPS has been approved by the following individuals in their official capacities, and represents Texas State policy and procedure from the date of this document until superseded.

VPSA Office Supervisor, Systems Services, Senior Reviewer of this SA/PPS

Vice President for Student Affairs