

**The College of Saint Rose**  
**Albany, New York**

**Computer Policy**

**Policy**

As required by law, hardware or software purchased with college funds or grant funds awarded to The College of Saint Rose is the property of the College. All hardware and software should be inventoried by Information Technology Services (ITS).

ITS will provide technical support for College owned computers, related software licensed to the College as long as ITS approved the purchase. Ownership will be determined by records of the items in appropriate College databases.

ITS will not provide any support for items not owned by the College. This includes employee owned computers.

The College has standardized on Lenovo and Macintosh computers. If

computers are generally not provided with laptop computers. These items may be purchased using departmental funds.

### **Security**

Computers will be secured and protected to prevent the installation of software and/or changes to important system settings. End users will not be given access to install software or make system changes unless it is documented that this access is necessary to complete specific job responsibilities.

Written documentation to verify that appropriate licensing has been obtained, must be provided before any software is installed on College owned computers.

For software installation requirements in computer classrooms, smart classrooms and computer labs, please refer to the Policy for Computer Lab & Smart Classroom Software Installations includes deadlines for software installation requests.