

Minot State University Lab/Podium Software Policy

- 1.) All software installed on lab and podium computers will be approved by the North Dakota University System (NDUS) in Accordance with Policy and Procedure [1202.1](#).
- 2.) All software must be approved by our legal department to comply with the contracts and terms of service noted in policy [840 Contract Review](#) and ND Century Code [32-12.2-15.5](#).
- 3.) All software installed on lab and podium computers will be approved and installed by Information Technology Central. (ITC)
- 4.) Software installed on lab and podium computers will be installed on a need only basis. Certain software such as Office 365, Internet Explorer, Google Chrome, and Adobe PDF Reader will be installed on all computers. Specialized software will be installed in labs and classrooms where that software is being taught. The library will have all available software installed on their computers as licensing allows.
- 5.) All software installed on lab and podium computers will have the most up to date software possible. New versions will be installed during semester breaks unless otherwise requested by faculty.
- 6.) Software security patches may be installed at any time depending on severity and impact.
- 7.) All requests for software to be installed on lab and podium computers must be made to ITC 30 days prior to the start of the semester. All requests made after the deadline may result in the software not being installed before classes start. An online request form is available on the ITC web page.

<http://www.minotstateu.edu/itcentral/forms.shtml>

- 7.) All software purchases will adhere to NDUS [1202.1](#) policy and procedures, their legal policies and purchase policies. All appropriate paperwork will be routed through ITC to help with the approval and purchase process.

Minot State University Lab/Podium Imaging Policy

- 1.) All lab and podium computers are the property of Minot State University and subject to the policy and procedures of the NDUS.
- 2.) All lab and podium computers will be imaged with a standard Operating System image. It will be the most up to date version.
- 3.) All lab and podium computers will be reformatted and imaged during the summer months (June – August). This will include wiping computer hard drives and installing fresh and up-to-date software. Nothing will be saved from the previous image. The image will include only authorized software.
- 4.) Special requests for software will be handled by the Lab/Podium Software Policy.