Policy #   56008

Acceptable and Unacceptable Software Applications Policy

Effective Date: July 2008   **Revised Date:** February 6, 2023
Responsible Office: Information Technology Center
Division: Finance

I.   PURPOSE/OBJECTIVE

This policy outlines the purpose and approved use of standard, acceptable and unacceptable software applications on the Grambling State University (GSU) network and follow the guidelines of the following: Office of Information Technology (OIT), IT STD-001, IT STD-002, IT STD-003, IT STD-005, IT STD-006, and the Information Technology Center's Computer Use Policy #56005.

II.   STATEMENT OF POLICIES

The scope of this policy includes all faculty, staff, guests, and consultants who have or are responsible for Grambling State University servers, desktops, and laptops/notebooks or stores any non-public Grambling State University information. In an effort to increase the security of information technology systems at GSU, the Information Technology Center (ITC) servers, desktops, and laptops/notebooks allocated to personnel employed by Grambling State University (GSU) remain the property of GSU and as such are subject to GSU's rules for network usage. These are not personal machines on which the user can install software which has not been evaluated by GSU's Information Technology Center (ITC) department. Each machine deployed to a user should include a baseline software install that includes standard applications of programs and any specialized programs allocated to that particular user. Please refer to the ITC Standard Software Web Page for the list of standard applications. If you do not see the software you wish to install under the acceptable applications section, then the software is considered unacceptable and you should contact the Help Desk at extension 6555. If you have software that you would like to be evaluated and approved, submit it to the ITC for testing and evaluation. The ITC reserves the right to remove any unacceptable software from any computer owned by Grambling State University or connected to its network.

A. Standard Applications:

1. Standard Applications are applications that have been tested and approved to run on Grambling State University's (GSU) servers, desktops, and laptops/notebooks.

2. The standard applications listed on the <u>ITC Standard Software Web Page</u> will be a baseline installation on all GSU servers, desktops, and or laptops/notebooks.

B. Acceptable Applications:

Acceptable Applications are applications that have been tested and approved to run on Grambling State University's servers, desktops, and laptops/notebooks. Applications that come pre-installed on servers, desktops, and laptops/notebooks will be deemed approved, unless a security threat has been found with the application then the application will be deemed unacceptable. The acceptable applications listed on the <u>ITC Standard Software Web Page</u> will be installed by request and approval.

C. Unacceptable Applications:

Unacceptable Applications are applications that have been tested and deemed unacceptable to run on Grambling State University's servers, desktops, and laptops/notebooks. These applications listed on the <u>ITC Standard Software Web Page</u> and any other applications that have not been tested or approved will be removed from GSU servers, desktops, and laptops/notebooks when found to be installed.

> *Unacceptable applications are usually known as spyware which causes performance issues, violate copyright laws, or causes known issues with other software such as Outlook, Internet Explorer, or even Windows itself.*

D. Santions

The ITC will be responsible for reporting any breach of this policy to the respective Vice President or the removal of the application from the employee's computer.