Knowlton School Software Policy

Purpose: To provide guidelines and requirements for installing software on Knowlton School owned systems. This will ensure compliance with University Audit and OCIO Security policies.

Procedure – A set base of software will be deployed to Studio and Lab machines during summer break prior to autumn semester. To ensure that a particular piece of software is included in this standard please be sure to discuss with IT prior to the end of June.

- **Spring Semester Requests** – Requests for software that will be needed in spring semester should be made prior to the end of Autumn semester to allow for adequate time for purchase, testing and installation
- **Mid-Semester Requests –** Requests for software to be installed during a semester should be made at minimum 2 weeks in advance of when the software will be needed. For mid-semester purchases a minimum of 4 weeks should be given to allow adequate time for the purchase process

What is installed – Only Software purchased and owned by Knowlton School will be installed on its systems, exceptions being

- Free or Open Source software
- Licenses purchased by Staff or Faculty that KSA assumes ownership of
- Site licensed software from The Office of the CIO (OCIO)
- Please note that free-trials or beta releases of software cannot be installed on systems due to University Audit policy

To Request New Software – Please submit the attached form to itstaff@knowlton.osu.edu. Please make sure your request is submitted in writing even if you speak with an IT staff member – this ensures proper tracking of requests. Requests for mid-semester installation of software on studio machines should come from the studio instructor.

Software Inventory – KSA IT will publish a list of available software online. Users may also check with the help desk to ensure a particular piece of software is available.

Knowlton School of Architecture Software Request Form

This software Request Form is for Knowlton owned computers and devices not for personal owned computers and devices. Please fill in as much information as you can regarding the software you would like to request.

I am a: ☐ Full-time Faculty ☐ Auxiliary Faculty ☐ Adjunct Faculty ☐ Visiting Faculty

with the department of …

☐ Architecture   ☐ Landscape Arch.   ☐ City & Regional Planning   ☐_____

OSU Username (lastname.#)   _____

First Name: _____

Date: _____

Software

Name: _____

Vendor: _____

Version: _____

Cost: _____   **Budget:** _____

Install Location: _____

Class Purpose/Reason:

Does any of the other Software packages currently provided by Knowlton perform the same function as the requested software?   ☐ Yes   ☐ No

**If yes why do you need this software? **