SLC Software Policy – SCALE UP rooms and Auditoriums

1. Who pays?

CTL does not pay for software to be used in the SCALE UP classrooms or the two lecture halls. Software that is not free or open source will require purchase by a school or a department.

Account codes may be provided to CTL for purchase of software or a quote may be obtained by CTL/SLC IT staff for the department/school.

2. Software Compatibility

Software in the two auditoriums must be compatible with Windows 10. Software in the SCALE UP rooms must be compatible with Mac OS X 10.12 (or later).

3. Licensing

When purchasing software, it is up to the department or school to purchase the appropriate number of licenses to make the software available on all computers.

4. Trial/Demo software

CTL/SLC IT staff will not install trial, demo, or limited use software on any of the computers in the SCALE UP rooms or on the PCs in the two lecture halls.

5. Software Request and Review

Software is reviewed before the start of every semester. To request software for the two auditoriums and/or the SCALE UP rooms, please contact Jon Puckett (jp4050@uga.edu) at 706-542-6182.

For software that is *not* already included in the list of SCALE UP software, it is strongly recommended that requests for the two auditoriums and SCALE UP rooms be made *before* the start of each semester.

To give our staff time to install and test the software before classes begin, it is preferable for requests to be provided at least two weeks before the start of the semester.

Mid-semester software requests will be considered on an as-needed basis but may not always be fulfilled due to room usage and scheduling conflicts which may prevent the installation of the requested software during the active semester.

6. Restriction Policy

CTL/SLC IT staff will not restrict software installed on SCALE UP room computers to an individual group of users.

It is understood that all software installed is free to be used by all students in the respective classrooms throughout the day.

7. Hardware/Infrastructure Compatibility

Software must not interfere with existing system architecture. Every effort will be made by CTL/SLC IT staff to install requested software.

However, should software prove to be incompatible with existing network infrastructure or place excessive strain on existing hardware, CTL/SLC IT staff reserve the right to refuse installation of software.

8. Software Training and Support

Training and support of specialized software is not offered by CTL/SLC IT staff. It is expected that the requesters of the software will train students on the use of requested software. CTL/SLC IT staff will install software and verify that it is working properly on the computers.

Correct and proper usage of the software and all support regarding usage of the software falls to the requesters of said software.

Initial Policy date: August 18, 2016

Revision 1, 8/23/2016

Revision 2, 6/12/2017 - Section 5 (modified segment regarding requesters and software request deadline, emphasis added.)

Revision 3, 8/9/2017 – Updated timeline for spring and fall 2018.

Revision 4, 12/5/2018 – Modified software compatibility parameters, software review, and timeline.

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