Title – Campus Technology Acquisition Policy

Policy Abstract – All technology acquisitions for the campus must be approved by the Vice President for Information Technology in advance. Submissions must come through the Technology Proposal Form located on the Information Technology web page.

Responsible Office – Information Technology

Official – Anthony Hambey

Contact(s) – Anthony Hambey, 226-4849, ahambey@bsc.edu
Applies To – Information Technology
Effective Date – 8/2013
Revision Dates – 8/31/2021

1. **Introduction/Background –** In order to more effectively plan for technology needs for the campus, this policy has been established for approving all technology acquisitions.

2. **Purpose –** Existing computer and technology systems must operate without disruption when new systems are introduced. Compatibility verification and alignment with strategic planning for technology must be adhered to when proposed systems are evaluated.

3. **Applicable Regulations –** SACSCOC, Principles of Accreditation 2018

4. **Policy Statement** –
   All technology acquisitions must receive approval from the Vice President for Information Technology before purchase, lease or other use. Examples include but are not limited to:

   - Any computer, server, printer, copier, scanner, fax or backup equipment.
   - Software purchases, leases or hosting services for individual computers or servers on or off-premise.
   - Campus services that require data, telecommunication or cable TV capabilities, interaction with wired or wireless connection points to the campus network, or anything that may use these services.
   - Construction of new or relocation of existing facilities that require any of the above mentioned services. All new facilities require data, telecommunications and cable TV connection provisions to be evaluated.

5. **Detail**s – An annual financial audit of the College contains a technology component whereby this is verified each year. Non-compliance with this policy would be reported in the form of comments in the management letter of the audit.

6. **Definitions** –SACSCOC is the Southern Association of Colleges and Schools, Commission on Colleges.

7. **References** – **References** – SACSCOC, Principles of Accreditation 2018
   https://sacscoc.org/app/uploads/2019/08/2018PrinciplesOfAcreditation.pdf