

LOUISIANA STATE UNIVERSITY AGRICULTURAL CENTER

Effective Date: December 1, 2001

AG CENTER PS-32

Version: 1

COMPUTER HARDWARE/SOFTWARE MANAGEMENT POLICY

Purpose

To provide computer hardware and software support standards within the LSU Agricultural Center.

responsibility of their supervisor. For multi-user computing environments, the network manager must document licenses and make every effort to ensure compliance.

Reproduction

The LSU Agricultural Center licenses the use of computer software from a variety of outside companies. The LSU Agricultural Center does not own this software or its related documentation and, unless authorized by the software developer, the employees of the Agricultural Center do not have the right to reproduce it.

Disclosing Information

LSU Agricultural Center employees learning of any misuse of computer software or related documentation within the Agricultural Center shall notify their supervisor.

Use Restrictions

In using software on local area networks or on multiple computers, LSU Agricultural Center employees shall use the software only in accordance with the software license agreement.

Disciplinary Action

It is a violation of LSU Agricultural Center policy to make, acquire, or use unauthorized copies of computer software. The responsible party will be disciplined as appropriate under the circumstances.

Responsibility

It is the responsibility of the individual who normally uses a specific computer to document via license agreements or proof of purchase that the software loaded on that computer is licensed. Where many users share time at the same computer, it is the

Civil and Criminal Liability

According to the U.S. Copyright Law, illegal reproduction of software can be subject to civil damages of as much as \$100,000 and criminal penalties, including fines and imprisonment.

Standards for Computer Hardware and Software/Support Acquisitions

The attached standards have been adopted for the Agricultural Center. Administrators should distribute this policy statement and these standards to employees in their units and encourage them to read and move toward compliance.

These computer hardware standards were developed by Computer Services to ensure all purchases of new computer hardware meets servicing and support requirements. LSU AgCenter Computer Services has worked with the provider of this equipment to assure ease of purchase and to make sure best prices are always obtained.

These computer software standards were developed by Computer Services to ensure the LSU AgCenter is not exposed to unnecessary liability from misuse of computer software license and to ensure reduced cost of service and support for all computer software in use by faculty and

staff of the LSU AgCenter. The software standards identify software programs that have broad application to functions and operations that meet the needs of most people in the Agricultural Center. The “friendliness” and ease of collaboration between various software programs were also considerations in selecting the packages that are recommended for Agricultural Center computer users.

Computer Services realizes there are many other software programs and operating systems available that could also meet the needs of LSU AgCenter computer users. They also recognize the right of computer users to select other programs and hardware for use in special needs and projects. When these special needs and/or projects arise Computer Services should be contacted for assistance in acquiring these special needs software and hardware.

**Attachment: Computer Hardware and
Software Support Standards**

LSU AGRICULTURAL CENTER COMPUTER HARDWARE GUIDELINES

December 1, 2001

Below are the standard computer hardware configurations for new computer purchases for use by LSU AgCenter personnel. There will be projects and situations that will dictate justifiable deviation from these standards. Computer Services will work with all staff and faculty as needed to purchase the correct computer for the job.

Computer Services has worked with Dell Computers, Inc., to develop computer hardware configurations for new computer purchases for use by LSU AgCenter personnel. These configurations represent the standard for AgCenter computer hardware. We recognize there will be projects and situations that will dictate justifiable deviation from this standard. In these situations Computer services will work with staff and faculty as needed to purchase the correct computer hardware dictated by the job. You can configure and obtain an online quote to be attached to your purchase request by going to the LSU AgCenter Dell Premier web page at: www.lsuagcenter.net. On the right side of the page click the Home button under "Info. Tech." Click on the green button on the left side labeled Links. Now click on the blue button labeled Dell. If you have any questions about the configurations offered and their options or have special needs, please contact Computer Services at; computerservices@agcenter.lsu.edu or at (225) 578-8534.

The reasons and benefits to standardize on a specific set of computer hardware are as follows.

- Reduces the cost of ongoing support**
- Training needs are reduced – all computer equipment has the same look and feel**
- Electronic quotes can be used to purchase equipment – this assures the best price available**
- Computer Services staff have been trained and certified by Dell to maintain and repair Dell equipment**
- Access to parts and support not available to the general public**
- AgCenter standardized software is preloaded on all new equipment purchases**
- On-site three year warranty for parts and labor**

LSU Agricultural Center
Computer Software Standards
December 1, 2001

The LSU Agricultural Center Computer Services has developed Software Support guidelines so that they may better serve their computer users. In developing these guidelines it is realized that LSU AgCenter employees use a wide variety of software to perform similar job functions. It is virtually impossible for Computer Services to adequately support such a diverse software base. To address this issue, the LSU AgCenter Computer Services has standardized on software which they are capable of supporting. Again it realizes there will be special needs from time-to-time that will cause deviations from this standard and they will assist the end user in every way possible to purchase the correct software.

The LSU AgCenter has standardized on the following application software from Microsoft; Word, Excel, Power Point, Publisher and Access. These products are all a part of the Microsoft Office Suite of products.

The reasons and benefits to standardize on a specific set of software are as follows.

- Reduces the cost of software support
- Training needs are reduced – you can concentrate on one product rather multiple applications for the same function
- Compatibility between software packages – they “look” and “feel” the same
- Ease of transferring data between software applications
- Promotes ease of collaboration with files and documents between colleagues
- Brings the AgCenter into legal requirement for software licensing agreements through the Microsoft Campus Agreement which the AgCenter has purchased
- Software interfaces easily with Microsoft Exchange server our email platform
- Allows the AgCenter to keep “current” with the latest software advancements and features
- Computer Services does not need to be “experts” in multiple software products

If you have not yet moved to the software products covered under these standards please contact Computer Services at ComputerServices@agcenter.lsu.edu or 225-578-8534.