

Software Purchases

Policy Number: 512

Categorized: [Information Technology](#)

Responsible Office: VP of Instructional and Information Technology

Subject: Policy and procedures governing the purchase of computer software

Related Policies: VCCS Technology Purchasing Policy, COV Procurement policy, NOVA Purchasing Policy and Procedure

Procedures: [512P](#)

Additional Information: [Acquiring New PC Software](#)

Effective Date:

Last Reviewed Date: 06/03/2020

1. Scope

This policy applies to all computer software purchases for use at the College.

2. Policy Statement

Information Technology supports college owned computer software in ways that meet the college's strategic priorities and support the mission of the college. All software, including hosted software, must be purchased through Media Processing Services (MPS). All hosted software involving Personally Identifiable Information (PII) must have the VCCS Non-Disclosure Agreement signed by the vendor and the NOVA data owner. Any exceptions must be approved in writing by the Vice President for Instructional and Information Technology. All computer software purchases must have the prior written approval of the Vice President for Instructional and Information Technology. VCCS policy requires that software is not more than one generation behind the current version. Exceptions for bona fide instructional or administrative purposes, such as computer workstation repair programs, must be documented and approved by the Vice President of Instructional and Information Technology.

3. Definitions

Computer Software: the general term for organized collections of computer data, programs, code and instructions that are used to run applications.

Hosted Software: software that is installed, stored and accessed entirely on a remote (non-NOVA) server or location.

Personally Identifiable Information (PII): any data where the unauthorized access, loss, misuse, modification, or improper disclosure could negatively impact the ability of the college to provide benefits and services to its students or could compromise the privacy of an individual's records. This includes, but is not limited to, personally identifiable information outside the scope of the college's directory information policies; social security numbers; personal financial information; sensitive plans and procedures; personnel records; individual student records; and student grades. May also be referred to as sensitive data/information.

4. Procedures

See [512P](#).

5. Authority

[VCCS IT Procurement Policy](#)

Chancellor's Technology Expectations (2016-2018)