2112 – IT Purchases and Projects

All IT equipment, hardware, software, and/or consumable purchases of software from any area of the college need to be sent to the Chief Information Officer with an explanation of its essential need so that the product can be assessed before purchase or pricing can be processed.

All IT projects current or new need to be communicated to the Chief Information Officer for oversight to track manpower needs, and to enable the Chief Information Officer to tie projects into the strategic plan. Some of the benefits to this policy include but are not limited to: Information Services is able to properly provide technical assistance for all hardware/software that is attained, cost efficiency, the products purchased or donated are compatible with the current technology in place, all hardware/software (both new and current) will be able to be configured correctly, and the proper evaluation of licensing agreements is reviewed for possible conflicts or redundancy with other technology in place.

Defining IT at Barton – The following Architectural and Transportation Barriers Compliance Board (United States Access Board) definitions apply.

Electronic and information technology. Includes information technology and any equipment or interconnected system or subsystem of equipment, which is used in the creation, conversion, or duplication of data or information. The term electronic and information technology includes, but is not limited to, telecommunications products (such as telephones), information kiosks and transaction machines, World Wide Web sites, multimedia, and office equipment such as copiers and fax machines. The term does not include any equipment that contains embedded information technology that is used as an integral part of the product, but the principal function of which is not the acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. For example, HVAC (heating, ventilation, and air conditioning) equipment such as thermostats or temperature control devices, and medical equipment where information technology is integral to its operation, are not information technology.

Information technology. Any equipment or interconnected system or subsystem of equipment, that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. The term 'information technology' includes computers, ancillary equipment, software, firmware and similar procedures, services (including support services), and related resources.

Example:

At Barton some examples are: on our web site the Director of Public Relations and Marketing is responsible for content and how the site looks, while the IT department is responsible for support services, underlying systems and transport mechanisms and insuring that the site functions properly. Another example is, in the smart classrooms the faculty members are responsible for the content and presentation and the IT department is responsible for support services, underlying systems and transport mechanisms.

Contact(s): Chief Information Officer

Related Form(s):

- None

References:

Section 508 Standards for Electronic and Information Technology. United States Access Board, 21 Dec. 2000, Retrieved from www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-section-508-standards/section-508-standards. Accessed 27 February 2019.

Relevant Policy or Procedure(s): 1111-Information Technology Purchases and Projects

Approved by: President

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