

POLICY NO. 208.12

| ISSUE DATE: March 13, 1997 | POLICY: Application Software |
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| REVISION DATE: February 15, 2000 | Purchase and Maintenance |
| REFERENCE: | |
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| APPROVED: | |
| /s/ Jerry A. Aspland | |

I. Policy Statement

It is the responsibility of the owner of application software to ensure that software used at the California Maritime Academy (the Academy) is current and up-to-date. Each owner must ensure that he/she budgets the refresh of application software on a timely basis.

II. Principles

Application system software is purchased by various members of the Academy to support the Academy's goals and objectives. Application software is selected on the basis of application software standards set by the Academy.

Application systems software may be specific in nature (e.g. finite element processing, specialized navigational software) or may be generalized personal productivity software (e.g. word processing, database, flowcharting, etc.).

Application software is subject to revisions and updates supplied by the creator of the software. For the application software to be effective and "maintainable" by the Academy, it should be on as current a version as possible.

III. Deployment

The Academy defines software standards during its Information Technology Strategic planning process.

Purchasing will direct all requests for computer software to the Information Technology department to review the purchase and ensure it conforms to the standards of the Academy.

Owners of application software are responsible for the operation, documentation and, if necessary, training on use of the application software.

IV. Monitoring

Owners of application software are responsible for determining what version of the software should be loaded. Owners of the application software should work with the Information Technology Department to ensure that the software is kept in compliance with the Academy's software standards.

As software is updated, owners are also responsible for update of documentation and, if necessary, training on the use of the application software. It is highly recommended that the owner of application software have formalized training on the use of the update software.

V. Documentation Requirements

A record of all application software used at the Academy is maintained by the Information Systems Department. It is the responsibility of the application software owners to inform the Information Systems Department of purchases of or changes to application software.

VI. Definitions

Owner: A designated person who is responsible for the information technology resources administration functions.

Version: A number or designation determined by the creator of a specific software product to track the age of the software (e.g. Word 95 being older than Word 97).

VII. Other References

Use of E-mail on Campus, Policy 208.13 Access to Computer Resources, Policy 208.1 Acceptable Use Policy 208.2, Attachment A 4-CNet Acceptable Use Policy