## Spears School Policy for the Installation of New or Upgraded Software on Lab, Lectern or Notebook Computer Systems

In an effort to eliminate undesirable side effects of installing new software for use in any Spears School lab, Spears School maintained classroom lectern or faculty checkout notebook computer, the following policy has been adopted:

1) The installation of any software requiring a change to the "Spears School lab image" or installation on the Spears School lab application server requires that the software be fully licensed and available to Spears School support personnel at least 30 days prior to the start of the Spring, Summer or Fall semesters.*
2) Additions and deletions are made between semesters (except intersession and short courses).
3) Additions or deletions cannot be made for summer intersession courses or other short courses.
4) When software is installed for use in the lab it must be licensed for, and installed on, or available from, all lab, lectern and checkout laptop systems.
5) The software load for all lab/lectern and notebook systems is the same with the exception of the Trading Floor.
6) The Trading Floor software load is a dependent superset of the standard lab software load and is maintained as a separate dependent software image.
7) All Trading Floor specific software must be approved by the Finance Department prior to installation.


• The "Spears School lab image" is shared between all Spears School labs, all Spears School maintained lecterns and all support checkout laptop computers

Exceptions:  If an update or change in the software load (update, modification or addition) for any lab server, lab desktop system, lectern or notebook computer is requested after the cutoff date (see item 1 above), an exception from the Dean of the Spears School of Business is needed.

Administrative changes:  Spears School Computer Support will make every effort to ensure that newly installed or upgraded software is configured to be compatible with the existing software load.  However, Spears School Computer Support may remove or reconfigure any software installed on the Spears School lab server, desktop systems, lecterns or checkout notebooks to remedy usability, reliability or

other technical problem(s).   In semester removal is done as a last resort.  When software is added or deleted, Spears School Computer
Support will notify affected faculty immediately. Administration and Faculty will be informed of any change impacting the usability of lab, checkout notebook, and lectern systems as soon as possible.