

Temple University
School of Communications and Theater

TECHNOLOGY USAGE POLICY

Please read the following information before proceeding.

This document outlines the policies and responsibilities governing the faculty or staff use of technology owned by Temple University.

Temple University has strict policies governing the use of university owned technology resources. This policy prohibits the end-user installation of any unlicensed software on any university computer.

School administration, represented in the School of Communications and Theater (SCT) by the Office of Information Technology (OIT), will purchase, inventory and perform periodic audits of all university owned technology resources including computer hardware, computer software, computer peripherals and non-computer equipment.

All licensed software must be recorded by the OIT prior to its installation. If it is purchased by the OIT, it will be recorded when it is purchased and installed. End-users may not install any software onto any university owned computer without prior authorization from the OIT.

If a faculty or staff end-user would like to install personally purchased software on a university owned computer, the license, proof of purchase and the installation media (i.e. disks) must be on file with the OIT prior to its installation.

The use of any software categorized as shareware or freeware on any university owned computer is prohibited unless the software is registered and approved for use by the OIT prior to its installation. (Note: Shareware and freeware are defined as types of software that can be freely acquired from outside sources, such as downloaded from the Internet, prior to the fulfillment of any licensing or payment responsibilities.)

It is the responsibility of the end-user to download and install any appropriate updates or upgrades for any licensed software that has been registered with the OIT and installed on their university issued computer(s). This includes, but is not limited to, operating systems (i.e. Microsoft Windows, Macintosh OS), office productivity software (i.e. Microsoft Office) and antivirus software (i.e. Symantec Antivirus).

It is the responsibility of the end-user to be aware of and adhere to all university policies governing the use of university technology.

For any support issues, please contact the Computer Services' Help Desk which is located on the ground floor of Wachman Hall. They can also be reached by telephone at 215-204-8000 (1-8000) or by email at help@temple.edu.

For any procedural issues, please contact Perry Zimmerman in the OIT located in 1J Annenberg Hall. He can also be reached by telephone at 215-204-2092 (1-2092) or by email at zimm@temple.edu.