

FAYETTEVILLE STATE UNIVERSITY

TECHNOLOGY ACQUISITION

(formerly *Computer Technology Purchases/Allocation*)

Authority:	Issued by the Chancellor. Changes or exceptions to administrative policies issued by the Chancellor may only be made by the Chancellor.
Category:	Information Technology
Applies to:	●Administrators ●Faculty ●Staff ●Students
History:	Revised – April 19, 2024 Revised –November 19, 2007 Approved - January 20, 2006 First Issued - January 20, 2006
Related Policies:	Computer Replacement and Retirement Information System Acquisition, Development and Maintenance
Contact for Info:	Vice Chancellor for Information Technology and Chief Information Officer 910-672-1200

I. PURPOSE

Fayetteville State University (University) technology resources enable the University to conduct its critical operations. These resources may also store and transmit confidential, restricted, and other sensitive information and data about the University and its affiliates. If compromised, such data would introduce significant security, privacy, and financial risk. Technology also introduces challenges to cost-effectiveness, efficiency, accessibility, and human resources that should be taken into consideration and planned for through necessary governance and working groups.

The purpose of this policy (Policy) is to provide a framework that will ensure technology resources that store and/or transmit University data are compliant with University policies, rules, legal obligations, and procedures before acquisition and throughout implementation. This framework aims to maintain data security compliance, reduce technology costs, validate accessibility, and ensure proper planning for implementation.

This Policy applies to all technology resources and related services owned, used or operated by the University, regardless of the source of funding, location or intended purpose. These resources include but are not limited to: computers, servers, tablets, wearables, software, software subscriptions, technology services, maintenance contracts, peripheral equipment (e.g. printers, scanners, etc.), networked devices, audiovisual, display and projection equipment, surveillance equipment, and door locking, alarm, and environmental monitoring equipment.

II. INFORMATION TECHNOLOGY RESOURCES

The Division of Information Technology (ITS) is the central acquisition authority for all University technology equipment, software and consulting services. ITS's mission includes assisting the University community in making good technology acquisition decisions. This requires ITS to be engaged in acquiring or subscribing to software, hardware or web solutions or technology consulting services in order to assess benefits, risks and any impact of the acquisition.

Thus, all technology acquisitions at the University require the approval of the Vice Chancellor for Information Technology and Chief Information Officer ("CIO") prior to issuance of a purchase order and installation. The CIO may reject proposed acquisitions of technology for compliance or other valid reasons. Reasons for rejecting a proposed acquisition, include but are not limited to the following:

- Non-compliance with federal/state laws/regulations such as FERPA, HIPPA, GLBA, PCI, ADA, and GDPR.
- Would not be in compliance with information security policies and contractual obligations.
- Service offerings, service level agreements and/or price are not in the best interest of the University.
- Integration strategies with other systems are not conducive.
- Lack of support for efficient operations.

Any purchases and deployments of technology within the University must conform to this Policy and the general purchasing procedures set by the University and the State of North Carolina.

III. PERIPHERAL EQUIPMENT (PRINTERS)

The following pertain to the usage of University printers.

A. Required Use of Shared Networked Printers

Shared, networked printers are provided by the University to facilitate the normal business operations and dedicated use of departments. Employees are required to use shared, networked University printers (i.e., those that are connected to and can be used by more than one computer workstation). Dedicated printers are permissible only with advance approval from ITS and subject to the requirements and limitations set forth in this Policy. Departments are responsible for all costs associated with dedicated printer.

B. Limited Use of Dedicated Printers

University employees whose role very frequently involves the need to print confidential documents will be permitted to use a dedicated, networked printer. Since shared printers have a security feature enabling users to protect the privacy of their printed documents, University employees who occasionally have the need to print confidential documents will not qualify for a dedicated printer. Anyone using a shared printer to print confidential documents must use that shared printer's print and release functionality.

All dedicated printers will be purchased using departmental funds and will be exclusively maintained and supplied by the department. ITS does not support dedicated printers.

All dedicated printers will be of a brand and type specified by ITS and must be purchased according to established procurement procedures.

IV. NON-COMPLIANT TECHNOLOGY ACQUISITIONS

Non-compliant technology acquisitions will not be supported by ITS. Hardware and devices purchased outside this acquisition Policy will not be permitted to connect to the University's network. Additionally, University data is not permitted to be collected or stored through software or storage purchased outside this acquisition Policy.