



Ohio Administrative Code

Rule 3339-19-01 Computer hardware and software acquisition.

Effective: October 1, 2022

(A) General

Provided such additions do not substantially degrade service to other users, it is the policy of Miami university to permit the acquisition of computer peripheral devices and/or software within the limits of the operating budget and/or available extramural funding; the University statement of preferred, supported, and approved manufacturers; and the capacity or security of the host computers.

For purposes of this policy, computer peripheral devices are defined as any device which contains an electronic processor and which can be linked either directly or indirectly to the Miami computing system network (mun).

Software includes general system programs and libraries, compilers, utilities, and other computer programs requiring central system support. For independently developed or acquired software, which will become an integral part of the university information processing system, a contact person in it services must consult/assist in the development to ascertain that the resulting system will be effective, meet security requirements, and can be maintained by it services should the need subsequently arise.

The implementation of this policy is the responsibility of the vice president for information technology. The information technology policy committee recommends such policies.

(B) Procedures

(1) Hardware acquisition

It is the policy of Miami university to enable the acquisition of electronic computing devices within the limits of reasonable financial, security, serviceability, and accessibility requirements to support the university's mission. We recognize the need for a balanced and educated decision regarding



hardware needs to support the university while mitigating risk and providing value for the university.

For purposes of this policy: computer hardware is defined as any device that is used by or for the benefit of Miami university that is capable of running an operating system (physical or virtual), and these devices are typically managed by, and purchased with university funds.

(2) Hardware request procedures

Requests for the acquisition of hardware must be endorsed by it services to ensure technical compatibility, serviceability, accessibility, information security, and general 'fitness' for use within the Miami operating environment.

Requests for the acquisition of hardware and peripheral devices purchasing advice should be made by completing the request technology purchasing advice request form.

(3) Software acquisition

It is the policy of Miami university to permit the acquisitions of software to meet the needs of the university provided that each purchase is reviewed by the vp of it or designees for overall usage regarding; legal, licensing, deployment tracking, accessibility, security, and overall fitness for use within the Miami it operating environment.

For purposes of this policy; software is defined as any programmatic code-based application (on-premise, vendor-hosted, cloud-based services), program, libraries, compilers, utilities, or any other variant of code-based technology.

Miami faculty and staff that wish to obtain software for university usage are required to engage directly with the Miami it services purchases team by completing the purchase software or obtain a quote request form. This applies to all software, immaterial of cost, including zero cost (free), educational use, general public use, or any other legal definition that is used within the normal course of university operations and includes all instructional and general use by the university not previously defined.



The implementation of this policy is the responsibility of the vice president for information technology. The information technology policy committee recommends such policies.

(4) Software request procedures

Requests for the acquisition of software must be endorsed by it services to ensure technical compatibility, serviceability, accessibility, information security, and general 'fitness' for use within the Miami operating environment.

Requests for software applications shall be made by completing the purchase software or obtain a quote request form.

Requests shall include documentation as to technical specifications, pricing, proposed use, benefits, security, accessibility review, expected utilization, and anticipated measurable outcomes for the benefit of the university.

(5) Enforcement

In addition to obtaining endorsement for all Miami university it acquisitions, systems, and users must comply with the Miami university responsible use of university computing resources policy including noted enforcement and sanction actions.