



Software Installation – Language Labs and Departmental Classrooms

- * System administration, installation, upgrading and removal of software (including plug-ins and system patches), and repair of all LLL (Language Learning Lab) computers and departmental classroom computers will be done by authorized Technical Services support personnel, or authorized designees. Users authorized to use the LLL and Departmental Classrooms will not install any software applications, upgrades, patches or add-on software to any lab or classroom computer.
- * In addition:
- * Tech Services will not allow illegal copying of software. Any software use in Technical Services Faculty of Arts and Humanities LLL or classrooms must be approved by the Faculty of Arts and Humanities, Technical Services and /or the Language Learning Centre Committee.
- * Computers in LLL and classrooms have been configured in accordance with the academic needs of the students using the specific facility. Tampering with the files on any fixed or network drive, or any malicious mischief with any hardware or software, is strictly prohibited.
- * Any programs, files or documents downloaded from the internet may not be stored or run on LLL computers.
- * Tech Services will provide a standard package of software applications in each language computer lab. Generally this will include at least a word processing program, language learning programs access to OWL and the Internet via supported browsers.

Installation Requests

- * Instructors wishing to make additional software applications available to their students for educational purposes, either in the language lab, or in classroom computers, may request such installation.
- * Such requests may only be made by Arts and Humanities faculty or staff. Specific software will only be installed if it doesn't interfere with existing software.
- * Generally, software installations for labs or classrooms must be requested to Tech Services at least one academic term (preferably June for summer upgrades) in advance of the required use, in order to provide technical support personnel the opportunity to test the software for functionality and for compatibility with the installed software base on the computers for which it is intended.

- * Shareware software will not be installed in LLL and/or a classroom unless the appropriate number of licenses is purchased in compliance with the manufacturer's licensing agreement and the TS security standard addressing software management.
- * Demonstration and/or trial software may be installed in a lab or classroom teacher's computer for the purpose of demonstration only, if such installation is compliant with the software licensing agreement. Demonstration software may not be installed on the student computers in a lab
- * Students are not permitted to install software on any A&H -owned computer on campus unless such installations are a pre-authorized part of curriculum.
- * Technical Services will purchase approved software.