NAME OF POLICY
Information Technology Asset Management Policy

1.0 PURPOSE

The purpose of the policy is to provide guidance to University employees regarding the policy below in order to comply with the standards set forth by the University. This policy is necessary in order to maintain an effective and compliant workforce that meets the University mission.

2.0 SCOPE

University Policy

This policy applies to all data, business processes, information systems and components, personnel, contractors, and physical areas of Missouri Southern State University.

NOTE: This policy does not apply to non-Information Technology capital assets, including land, buildings, and fleet.

3.0 DEFINITIONS

1. Personnel – all employees of the University whether on a full-time or part-time basis. This includes Faculty/Staff, Directors, Department Heads, Deans, Vice Presidents, the President, and other Executives
2. Information Technology Asset – any device, software, identity, or data that is utilized to access or provide University resources or services, whether for academic or administrative purposes, is purchased with University funds and which Information Technology provides ongoing maintenance as outlined below
3. Information Technology Purchaser – personnel who have been authorized by the Chief Information Officer to initiate the acquisition of assets through approved procurement processes on behalf of the University
4. End User License Agreement (EULA) – the legal terms and conditions of use for an Information Technology asset to which the End User commits to on behalf of the University upon purchase, installation, or utilization of the asset

4.0 POLICY

1. Missouri Southern State University is committed to complying with the protections offered software owners and creators under copyright law and to using software in accordance with the provisions and obligations stated in the End User Licensing Agreement.
2. Missouri Southern State University will establish controls to ensure appropriate procurement, installation and deployment, maintenance, reallocation, and disposition of Missouri Southern State University Information Technology assets.

3. Throughout the procurement process for assets managed by Information Technology, the following conditions must be met where applicable:
    - Purchases of Information Technology assets will be performed by assigned Information Technology purchasers.
    - Purchases made outside of acceptable processes (as outlined in this policy) may not be reimbursed, supported, and may be removed from University systems. (See the Non-Compliance section below for more details)
    - Information Technology hardware assets must be approved by the appropriate Information Technology manager whether that be the Manager of End User Services of the Manager of Infrastructure Services.
    - Information Technology will track licenses and management on approved software purchased through the terms in this policy.
    - End User License Agreements must be reviewed by Information Technology for any software before purchase or deployment.
    - Software needs must defer to any preexisting license agreements or the current software library unless a formal review for the use-case of the new software has occurred and been approved by Information Technology. This includes new versions of approved software until the End User License Agreement has been reviewed and approved for the new version.
    - All procurement processes will adhere to the Missouri Southern State University Procurement Policy where applicable. In the event of a discrepancy between terms in this policy and terms in the Procurement Policy, in regards to Information Technology assets, the terms in this policy will prevail. Any terms not outlined in this policy will defer to the University Procurement Policy.
4. Throughout the deployment and implementation process for assets managed by Information Technology, the following conditions must be met where applicable:
    - Software deployment and license allocations will be tracked by Information Technology. Likewise, deinstallations will be tracked by Information Technology and the licenses will be released for new installations (if permitted by the terms of the End User License Agreement).
    - Large-scale deployments will be managed as projects, with clearly identified resources, timelines, and detailed procedures.
5. In order to maintain a secure and user-friendly computing environment utilizing these assets, the following conditions must be met where applicable:
    - Releases and patches will be approved, prioritized, and applied during regularly scheduled maintenance windows. If an emergency fix is required to a system, affected persons shall be notified and the change may occur outside of standard maintenance windows to ensure the integrity of Missouri Southern State University's systems.
    - Refresh intervals will be identified for all assets for proactive replacement, with inventory replaced as deemed appropriate based on performance or obsolescence.
    - Requests for asset maintenance, adds, moves, or changes will be directed to the HelpDesk team and will be tracked in a service management ticket.
    - Recovered assets will be inspected and redeployed or retired as appropriate at the discretion of Information Technology. This process will include appropriate storage and removal of University and/or personal data from the device before it is redeployed and put back into production.
6. In order to maintain an innovative and productive computing environment for the Missouri Southern State University community, Information Technology will ensure that assets meet the following conditions when appropriate:
    - Assets will be retired when they no longer meet the needs of the University whether it has reached replacement age or can no longer perform according to the needs of the university.

- All software installed on the device that can be reused will be deprovisioned. The hard drive will be securely wiped after any university data has been appropriately backed up. All proprietary tags will be removed. Any additional hardware components that may be reused will be removed.

NOTE:
- Standards and guidelines for acceptable use of hardware assets are documented in the Missouri Southern State University Acceptable Use of Computer and Technology Resources Policy.
- All University-issued Information Technology assets provided to contractors or employees must be returned or communicated on termination of employment or contract pursuant to the Separation/Resignation from Employment Policy.
- Any Information Technology assets lost or stolen must be reported to the HelpDesk immediately, to secure data, take appropriate reporting actions and arrange for replacement.

NON-COMPLIANCE

Purchases that are not compliant with these terms may result in the assets be excluded from support by Information Technology and may be removed from the network if deemed necessary.

By failing to abide by this policy or policy procedures, individuals may be subject to sanctions, up to and including the loss of computer or network privileges, disciplinary action, suspension, termination of employment, dismissal from the University, and legal action. Some violations may constitute criminal offenses under local, state, and federal laws. The University will carry out its responsibility to report such violations to the appropriate authorities. For more information, please refer to the Progressive Disciplinary Action Policy located at policy.mssu.edu.

NOTE: Purchases that occur PRIOR to the implementation of this policy may receive a written exemption to these terms with approval from the Chief Information Officer and President's Cabinet. These exemptions must be rectified (with these terms appropriately met) on the next renegotiation of terms for the asset where applicable.

5.0 HISTORY

This policy may be revised, edited, changed, or removed at any time with or without notice to applicable individuals.

Initial Creation Date: 02/19/2020   Requestor: Information Technology   Author: Wesley Brownfield

Review Date	Draft #	Change(s) Made	Changes	Change Date
2/19/2020	.01	Internal request to add verbiage	Initial	2/21/2020
4/17/2020	.02	Internal request to clarify verbiage & define terms		5/11/2020
7/13/2020	.03	Clarified verbiage to formally submit to Vice President of Business Affairs		7/13/2020

Approval Date	Version #	Action Taken	Status:
10/28/2020	1.0	Approved by University Council	Approved

6.0 INQUIRIES

Direct inquiries about this policy to:

Chief Information Officer
Missouri Southern State University
Voice: (417) 625-4444
Fax: (417) 659-4300
E-mail: cio@mssu.edu

7.0 RELATED DOCUMENTS

Additional documents and/or policies mentioned in this document include the following:
- Acceptable Use of Computer and Technology Resources Policy
- Missouri Southern State University Procurement Policy
- Missouri Southern State University Progressive Disciplinary Action Policy
- Missouri Southern State University Separation/Resignation from Employment Policy