

**University of Wisconsin – Milwaukee
College of Letters & Science
Information Technology Office**

**L&S Instructional Computer Labs:
Instructional Lab Software Installation Policy**

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Two general categories of software may be installed in L&S instructional computer labs - "base" and "instructional."

Base software is installed by default on *all* L&S instructional computers. Microsoft Office, Adobe Acrobat Reader, QuickTime Player, and RealPlayer are examples of such "base" software applications.

Instructional software typically varies in its deployment from L&S instructional lab to instructional lab. In contrast to "base software," instructional software serves a course- or pedagogy-specific objective. Stata and Minitab are examples of such "instructional" software applications.

Installation of Instructional Software

Three categories of instructional software may be installed in L&S instructional computer labs: "demo," "open source/freeware," and "retail."

Installation of such instructional software is subject to the following criteria, respectively:

1. **Demo software** – For license compliance and support sustainability reasons, the installation on L&S instructional lab computers of "demo software" is strictly limited. Demo software will only be installed on L&S instructional lab computers if:
 - a. the software is included with a textbook used to teach the lab-associated L&S course; and
 - b. the software's license agreement explicitly provides for its installation on multiple computers (as opposed to a single, stand-alone computer).
2. **Open source / freeware software** – Open source / freeware software will only be installed on L&S instructional lab computers after I&MT's Software Licensing authority has determined that:
 - a. the software's license agreement provides that it is free to use (i.e., genuine "freeware"); and
 - b. the software's license agreement provides that it may be installed on multiple computers in a University setting.
3. **Retail software** – Software packages that are neither demo nor freeware -- such as Adobe Creative Suite, Matlab and WinDVD -- are retail copies of software that have special license terms for use. Such software will only be installed on L&S instructional lab computers :
 - a. after its "license status" has been verified by both the UWM Software Licensing authority and the L&S Computer Lab Manager, as
 - i. active;
 - ii. approved for lab use; and
 - iii. purchased
 1. by the UWM campus, if a campus license is maintained; or
 2. the L&S unit of the L&S instructional lab, if a campus license is not maintained.
 - b. in compliance with the explicit terms of the software package's license;

Maintenance and Updates of Instructional Software

Most software has a regular release schedule of updates which are new versions, install new features or fix issues with earlier versions of the software. The installation of these updates is subject to the following criteria:

1. The software must be properly licensed and approved, as outlined above. Often, new versions of software (such as an upgrade from version 5.2 to version 6.0) will require purchase of the new version of the software.
2. Updates are generally only done at the end of a semester, unless the updates are to fix critical security issues. Lab software is not changed or updated during the semester to ensure the teaching environment does not functionally change.
3. The L&S Lab Staff must be informed of the updates by the Lab Client, and must be informed of where he or she may obtain the updates for the software.

Other Software Issues

If any other software issues arise, they shall be handled by the L&S Lab Staff and the Lab Client at the best of their ability. At all times, the legal licensing issues of the software (as outlined in part two) must be followed, and the I&MT Software Licensing Authority has the final say on if a piece of software may or may not be installed.