



POLICY NAME	Review for Acquisition of Information Technology Resources
POLICY NUMBER	10.03.06
POLICY SECTION	Information Technology
EFFECTIVE DATE	June 9, 2015

1.0 OVERVIEW AND PURPOSE

Information technology is a critical enabler in meeting university mission. Likewise, Texas Administrative Code, Chapter 202, Subchapter C, describes the information technology resources residing in Texas public higher education institutions as “strategic and vital assets belonging to the people of Texas” and that these resources must be managed “commensurate with their value” in a fashion that assures their protection and availability for appropriate use by authorized individuals. Compliance with this policy contributes to the availability, protection, and appropriate use of the information technology resources of Lamar University.

2.0 SCOPE

This policy applies to all persons and organizations that purchase, manage or utilize information technology resources owned or supplied by Lamar University, regardless of the source of funds or supplier. Changes to university purchasing policies shall supersede any Finance related policy statement herein.

3.0 DEFINITIONS

Information technology resource – Defined in §2054.003(7), Government Code and/or other applicable state or federal legislation as follows:

Procedures, equipment, and software that are employed, designed, built, operated, and maintained to collect, record, process, store, retrieve, display, and transmit information, and associated personnel including consultants and contractors.*

*Modification of this definition through state or federal legislation shall supersede the above.

Information technology resources of Lamar University include, but are not limited to:

- All components of the Lamar University information network, both physical and logical.
- Any device owned by Lamar University or used to connect to the Lamar University network. These devices include computers, tablets, printers, and communication devices.
- All software acquired by or used to support Lamar University.
- All electronic data and any storage media on which the data resides.
- Lamar University credentials used to access information technology resources.

Acquisition – purchase, rental, or lease of information technology products or services with university funds, or the acceptance of free information technology resources from a third-party provider.

Third-Party Provider -- any provider of information technology resources products or services that is not an organizational component of Lamar University and not an employee of Lamar University who is supplying the products or services as works done for hire.

4.0 POLICY

1. Acquisition of information technology resources products or services shall be in accordance with any and all Lamar University Finance purchasing policies.
2. The Chief Information Officer (CIO) or designee will be responsible for central review and oversight of all university acquisitions of information technology resources as prescribed by TSUS Rules and Regulations.
3. Prior to acquisition, a review shall be completed and shall assess:
 - a. the acceptability of contract terms
 - b. the requirements for central IT support
 - c. compliance with adopted security standards
 - d. the accessibility of the information resource.
4. No purchase of information resources shall be made prior to completion of the review.
5. As per Finance purchasing policies, all purchases must be made via approved purchase order processes.
6. Acquisition or use of information technology resources in or through which data is stored and/or exchanged must include an approved and authorized agreement between the university and the provider, and must be executed by authorized personnel as per Lamar University Finance procurement policies.
7. Software License Agreements, Terms of Service, Terms of Use, and written contractual agreements may be signed by authorized personnel as per Lamar University Finance procurement policies.
8. University faculty and staff who individually engage third-party products or services by unauthorized acceptance of Terms of Service or Terms of Use agreements on behalf of Lamar University (online or otherwise) may be personally responsible and liable for any obligations incurred by the agreement, as well as any consequences that result from their engagement with the third-party.
9. Prior to contracting with another state agency or institution of higher education via an “interagency contract for information resources technologies”, Lamar University must assure compliance with TAC Title 1, Part 10, Chapter 204, Subchapter C for any commodity or service identified as “information resource technologies” with a total cost estimated to exceed the dollar amount specified in TAC, Rule §204.31.

5.0 ENFORCEMENT

Failure to adhere to the provisions of this policy statement may result in:

1. loss of Lamar University Information Resources access privileges;
2. disciplinary action up to and including termination for employees, contractors or consultants, dismissal for interns and volunteers, or suspension or expulsion in the case of a student;
3. civil or criminal prosecution;

4. personal liability for consequences resulting from policy non-compliance;
5. repudiation of the business agreement with third party provider.

6.0 RELATED DOCUMENTS

1. Texas State University System Rules and Regulations
2. Texas Administrative Code (TAC) 202, 204
3. Lamar University Finance Procurement Manual

7.0 REVISION AND RESPONSIBILITY

Oversight Responsibility: Information Technology

Review Schedule: Every two years

Last Review Date: June 9, 2015

Next Review Date: June 9, 2017

8.0 APPROVAL

Kenneth Evans

President, Lamar University

June 9, 2015

Date of Approval

Cruse Melvin

Vice-President, Finance & Operations, Lamar University

June 10, 2015

Date of Approval

Priscilla Parsons

Chief Information Officer, Lamar University

June 9, 2015

Date of Approval

9.0 REVISION HISTORY

Revision Number	Approved Date	Description of Changes
1	06/9/2015	Initial