

ADMINISTRATIVE DIVISION Information Technology Services and Support		PROCEDURE NUMBER 401
PROCEDURE TITLE Technology Resource Acquisition, Use, and Disposal		
DATE OF REVISION December 9, 2024		
RESPONSIBLE OFFICER Vice Chancellor for Information Technology		ADMINISTRATIVE OFFICE Information Technology

PURPOSE

This document outlines campus procedures pertaining to the purchase, use, security, and protection of University technology and data.

DEFINITIONS

Data and Information: (Data) are, individually or collectively, the known values, content, media (audio, visual, multimedia), information, intellectual property, official reports, and work product which the university or its organizational units collect, issue, produce, process, purchase, transmit, maintain and/or store regarding university Constituents, business processes, events, operations, performance, and services.

Constituents: Persons and entities that have a relationship to any organizational unit of the university system, including but not limited to: students (prospective students, applicants for admission, enrolled students, campus residents, former students, and alumni), employees (faculty, staff, administrators, student employees, prospective employees, candidates for employment, former employees and retirees), and other affiliates (including but not limited to board members, consultants, contractors, donors, invited guests, recipients of goods and services, research subjects, and volunteers).

University Technology Assets: University owned hardware, devices, equipment, virtual desktop, software, information systems and services (whether on premises or not), databases and data stores, datacenters, learning management systems, network (including wired, wireless, Internet, and Virtual Private Network), audio, video, communications and telephony, which the university purchases, provides, or otherwise acquires.

Technology Resources: Hardware, software, and service components, purchased through E&G, Agency, Auxiliary, and Grant funds, that store, retrieve, or send information. This includes but is not limited to: Computers and Servers; Software; Technology services and consulting contracts; Software as a Service (SaaS); Platform as a Service (PaaS); websites, online applications/systems, hosted applications/systems; Peripheral devices (printers, scanners, external hard drives, etc.); Televisions and other audio/video equipment; door locking, alarm, and environmental monitoring equipment; instructional technology (i.e. simulation equipment, networked lab equipment, etc.).

PROCEDURE STATEMENT

The Office of Information Technology Services and Support (ITSS) at the University of South Carolina Beaufort (USCB) provides a wide array of technology, along with related support and guidance to facilitate the accomplishment of the Institution's Mission. Protecting the security of University assets and data is a critical component of the ITSS unit mission. This policy governs the acquisition, use, and disposal of technology resources.

- A. USCB ITSS must approve the purchase of any technology resources including hardware, software, and services. Seeking the approval of ITSS prior to submitting requests for external funding and prior to seeking vendor quotes is required to ensure that the institution is:
 - 1. Secure in its storage and transmission of data
 - 2. Receiving the best possible prices within SC State Procurement laws
 - 3. Maintaining interoperability with existing University resources
 - 4. Reducing redundancy when existing services exist
 - 5. Providing ongoing support
 - 6. Creating budgets to replace technology at the end of its usable life
- B. The USCB ITSS office sets the standards for hardware models and warranty requirements that are to be used by the institution, ensuring all State and University guidelines are met.
- C. ITSS approval is required when any one of the following apply. If the technology resource will:
 - 1. Need to be created, installed, implemented, or supported by ITSS
 - 2. Connect to the University network
 - 3. Be installed in the University Data Center, IT data closets, communication closets, or similar locations
 - 4. Require authentication via University credentialing (single sign on)
 - 5. Be made available to Faculty, Staff, or Students
 - 6. Utilize any University data as defined by UNIV 1.51
- D. The use of University technology resources are governed by Federal and State laws as well as all USC system policies and USCB policies, including but not limited to IT 3.00, IT 5.00, UNIV 1.51, and UNIV 1.52.
- E. The disposal of all University technology resources must first be approved by the State, regardless of the purchase price or current value. No USCB department may dispose of University technology resources without the approval of USCB ITSS.

PROCEDURES

- A. All technology resource purchase and disposal requests must be initiated by opening a ticket with the ITSS Help Desk.
 - 1. Hardware purchase requests will be routed to the appropriate subject matter expert for review and then to the IT Business Manager for facilitation of processing. All quotes

will be sent to the department for budget approval. Resources of a material value will be tagged with an Inventory Resource Management (IRM) number for tracking.

2. Should a department choose not to fund a technology need, USCB ITSS discourages the use of any personal devices to complete University business and are not required to support any personal devices.
3. Software purchase requests will be routed to the appropriate Applications Manager for review. Software must be compliant with many accessibility and data security standards and will be placed in a queue for review.
4. Disposal requests will be reviewed by ITSS for the remaining usable life of the items. Departments must report whether the items contain a USCB IRM number or a State Inventory number. Items will either be adopted back into ITSS inventory or returned to the State for sale or disposal.

B. Acquisition of technology resources that are not first approved by USCB ITSS may result in the following actions:

1. The items in question will not be supposed by USCB ITSS, permitted to connect to the University network or be allowed to access, transfer, or collect University data.
2. The end user may be held personally liable for the cost and may be subject to disciplinary procedures.
3. Should the University determine that use of the resource in question is in the best interest of the Institution, the request will be entered into the current project queue for review. It will not be permitted to move to the front of the line, which may result in loss of funds for the using department. Use of the item will be restricted until fully approved by USCB ITSS.

RELATED UNIVERSITY AND STATE POLICIES

IT 1.00	Information Technology Resources Procurement
IT 3.00	Information Security
IT 5.00	Digital Accessibility
UNIV 1.51	Data and Information Governance
UNIV 1.52	Responsible Use of Data, Technology, and User Credentials
HR 1.39	Disciplinary Action and Termination for Cause

HISTORY OF REVISIONS

December 9, 2024 – Updated to reflect current practice