

Software Categories

Standard Software: This is software as defined and is fully supported by Information Technology. Any new software that is proposed for City-wide use should first be approved by the IT Director.

Other Acceptable Software: This software, while not included in the list of approved standard software, is defined as being of benefit for a particular agency or section. Its use must be approved by the agency head. An important guideline to follow is that there should be a business reason to use the software rather than just personal preference. Support from IT will only be on a “familiarity” basis. Responsibility for such software belongs to the agency where the software is used. Consideration should be given to the possible need to produce public records and share data created using this software with others. The minimum hardware configuration, as established by the IT Director, is more than sufficient to run the standard software. If software in this “other acceptable” category should cause the computer’s resources, e.g., memory, processing speed, disk storage, etc., to be exhausted, the agency will be responsible for expanding the computer to meet the needs of the software. If this software should have a negative impact on the overall City network, the software may be removed, or the computer may be removed from the network, or the computer may need to be expanded - at the agency’s expense.

Unauthorized Software: This is software that is not included in either of the above two categories. If any software of this type is found to reside on a City-owned computer, the agency head will be notified and the software may be removed. If this software is running on a networked computer, that computer may be removed from the network until the situation is corrected.