

MISSISSIPPI STATE UNIVERSITY  
OPERATING POLICY AND PROCEDURE  
PROVISION OF INFORMATION TECHNOLOGY RESOURCES

**Purpose**

Information technology plays a vital role in fulfilling the learning, research, and service missions of the University. Responsibility for acquisition, allocation, and management of information technology is distributed across the Institution. This policy is intended to clarify the distribution of these responsibilities.

**Policy**

Certain information technology resources constitute a common, shared infrastructure of the institution, while other resources are dedicated for use by individual faculty, staff, and students. Each faculty, staff or student is expected to use a combination of shared infrastructure and dedicated resources to fulfill his/her responsibilities.

Resources that are a part of the common, shared infrastructure will be provided through central support units. Examples of these resources provided by Information Technology Services (ITS) currently include:

- The campus electronic communications infrastructure including:
  - The fiber optic backbone
  - Building networks
  - The wireless data network
  - Connectivity to the Internet and research networks such as Internet2 and National Lambda Rail
  - Campus card/access control system
  - Telephony/voice mail systems
- The university Enterprise Resource Planning and other administrative systems
- Student and employee web portal
- Course management systems and instructional technology infrastructure
- Designated classroom technology infrastructure
- Shared file, print, email and Web servers
- Site licensed software
- Designated general computer labs
- Services such as Helpdesk support and Web development

Use of shared resources will be consistent with relevant university access and use policies and consistent with policies established by the Board of Trustees of State Institutions of Higher Learning.

Information technology resources associated with the delivery of library services will be managed through the University Libraries. The Library and the Center for Teaching and Learning, like ITS, provide instruction on the use of selected software applications.

Resources dedicated to individual programs, faculty, staff and instructional use will be the responsibility of the organizational unit. Examples of these resources include:

- Personal computers including desktops, laptops, tablets, etc.
- Instructional computer labs with discipline specific capabilities
- Dedicated computer classrooms
- Specialized application software

ITS will be responsible for planning and allocating resources in support of the core IT infrastructure. Input will be provided through standing committees including the Instructional Technology Advisory Committee and the Information Technology Council.

ITS will provide a resource base for assisting units in staying abreast of current trends in technology, and it will provide a leadership role in suggesting technology relative to compatibility, security, and supportability.

ITS will provide assistance as requested by units for relocation of replaced equipment or recommend disposal of obsolete equipment.

As required by [OP 30.04, \*Electronic Communications Infrastructure\*](#) policy, new building construction and major building renovation projects are required to include core information technology infrastructure costs in the construction or renovation budget. ITS will be responsible for coordinating the installation and will be responsible for operation of the core information technology infrastructure within buildings.

Individual units will be responsible for planning, allocating and scheduling replacement of dedicated resources. Allocation and use of dedicated resources will be governed by university property and software policies and must be consistent with this policy and those established by the Board of Trustees of State Institutions of Higher Learning.

### **Review**

This policy will be reviewed at least every four years by the [Chief Information Officer](#) with recommendations for revision presented to the [Provost and Executive Vice President](#).

**Authorization**

RECOMMENDED BY:

/s/ Mike Rackley  
Chief Information Officer

5/23/13  
Date

/s/ Jerome A. Gilbert  
Provost and Executive Vice President

5/23/13  
Date

REVIEWED BY:

/s/ Lesia Ervin  
Director of Internal Audit

7/01/13  
Date

/s/ Joan Lucas  
General Counsel

7/26/13  
Date

APPROVED:

/s/ Mark Keenum  
President

8/21/13  
Date