

# Faculty of Arts

## ArtsIT – Software Policy

**Policy Authorisation:** Associate Dean

**Policy Administrator:** Stuart Lees

*Aim: To provide up-to-date IT software to support the Faculty's teaching, research and administration within reasonable budgetary parameters.*

1. The Microsoft Windows operating system is the designated platform for standard desktop software.
2. Software available under a University site license and that is installed as part of the standard package includes: Microsoft Office 2000, Netscape 4.75, Endnote, SPSS, CallExpress Notifier, VET, WS\_FTP LE, TeraTerm SSH, Monash Phone Directory, Internet Explorer 5.5, WinZip, and Adobe Acrobat Reader.
3. QSR software (N4 Classic, N5 and Nvivo) is available for installation on the computers of staff members who are employed more than half-time. As the license is funded by the Faculty on the basis of the number of installations, it should only be installed on computers where it is going to be used frequently.
4. University wide administrative systems like Callista and SAP will be installed on computers where the client is authorized to use them.
5. The following site-licensed software is available for installation on home computers.
  - 5.1 Office 2000 (staff).
  - 5.2 VET (staff and students).
  - 5.3 Endnote (staff and students).
  - 5.4 SPSS (staff).
  - 5.5 N4 Classic, N5 and N Vivo (staff members who are employed more than half-time)

The license for this software expires when the client is no longer working or studying at Monash University.

6. Any requests for software which is not site-licensed should go through Arts IT so that bulk-purchasing can be arranged.
7. The Arts Faculty is responsible for ensuring compliance with software licensing conditions on University computers.