



DISTRICT TECHNOLOGY COMMITTEE

District Software Inventory and Approval Process Taskforce

Section:	
Policy Title:	Request for New Technology
Purpose:	Describes the process for initiating a new request or notification for Technology at San Diego Community College District
Implementation Status:	In Progress
Original Version Date:	11/04/2024
Reviewed and Updated Date:	

Request for New Technology

DEFINITIONS:

Any use of “The District” or “SDCCD” refers to San Diego Community College District

PREFACE: *To mitigate risk across the district, a procedure of oversight is necessary to select and implement technologies. This will ensure that all technologies satisfy compliance requirements, and that the district is aware of all technologies that are “in use.”*

PRINCIPLES:

We define information security as the protection of the district and client data, applications, networks, computer systems, peripherals, and all integrations within from unauthorized access, alteration, or destruction.

The purpose of the Request for Technology Policy is:

- To establish a district-wide approach when requesting new technologies
- To prevent the compromise of information security and the misuse of client and the organization’s data, applications, networks, and systems.



DISTRICT TECHNOLOGY COMMITTEE

District Software Inventory and Approval Process Taskforce

- To provide a vetting process that reduces security risk and other compliance risk to the district. Also satisfying legal and ethical responsibilities of the organization regarding the applications, networks, systems, and connectivity to other worldwide networks.

BEFORE CONTINUING PLEASE ENSURE THAT THE FOLLOWING REQUIREMENTS ARE MET:

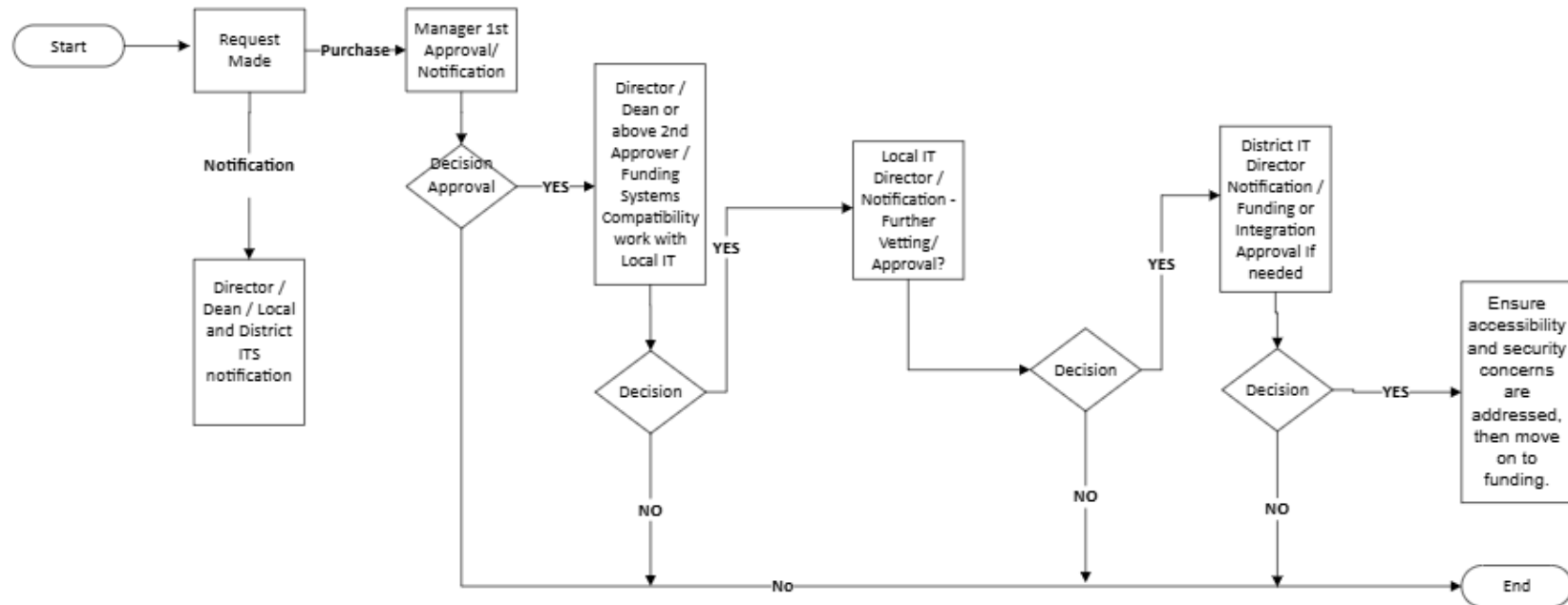
- **Ensure the software or service requested meets district accessibility requirements.**
- **Ensure that if the software is collecting student, faculty, or staff data, it meets all district security requirements for data management.**
- **Ensure that software licensing has been reviewed by local or district IT for licensing compliance.**

PROCESS:

1. Individual in need of new software will need to submit a request form through the District's Microsoft Forms Platform <https://forms.office.com/r/WgkUS3FW7K> . Individuals who have already purchased new software for use at a local college will need to submit an inventory update form through the District's Microsoft Forms Platform (<insert the URL>).
2. Once the form is received, it will be routed through the appropriate process within two business days. A representative from Technology Services will reach out to the requestor to gather information about the technology.
3. The Requestor and <who> will reach out to the vendor and ask all questions that pertain to the technology requested. The questions utilized will be questions to satisfy all compliance requirements within the organization.
4. Technology approval is based on the vendor answering all compliance requirements satisfactorily and the district determining a need for the new technology.

DISTRICT TECHNOLOGY COMMITTEE

District Software Inventory and Approval Process Taskforce



Accessibility needs to be ensured somewhere during this process

Security concerns need to be addressed somewhere during this process

The actual software purchase is outside of this process

DISTRICT TECHNOLOGY COMMITTEE

District Software Inventory and Approval Process Taskforce

Start:

1. Request made
2. Notification: Director/Dean/Local & District ITS notification
3. Purchase; Manager 1st approval/Notification
4. Decision approval
 - a. If no, END
5. Director/Dean or above 2nd approver/funding systems compatibility work with local IT.
6. Decision
 - a. If no, END
7. Local IT Director/Notification - further vetting/ approval?
8. Decision
 - a. If no, END
9. Ensure accessibility and security concerns are addressed, then move on to funding.

- Accessibility needs to be ensured somewhere during the process
- Security concerns need to be addressed somewhere during this process
- The actual software purchase is outside of this process