



## INFORMATION TECHNOLOGY

UNIVERSITY *of* WASHINGTON | TACOMA

### **Checkout Laptop Software Policy (updated 2/28/24)**

An authorized UW Tacoma Information Technology (IT) employee will conduct all software installations requested on laptops designated for students to checkout.

Faculty can submit a request for UW Tacoma IT to install supported software on all the student checkout laptops. Installations will be subject to the following timeline:

- Multiple Laptops – installation will occur during a Quarter break period (or 10 working days in advance), as defined by Client Services.

Software currently not supported by UW Tacoma IT will be subject to review.

- Supported software must be obtained from UW Tacoma IT for UW owned computers. Software supplied by external sources will not be supported.
- Software must be licensed appropriately based on intended use and location. (For example, some software can only be installed in labs.)

Paid Software:

- If a school/department or individual requests to install any paid software, the requester will need to pay for the software or submit a Student Technology Fee Committee (STFC) proposal and have it approved before installation. (Example: Adobe Creative Cloud)
- Faculty may also seek approval from their Academic Program to pay for the license fees required