**Policy Title:** Software Installation and Vetting

**Purpose:**
To ensure that all software agreements and “software as a service” contracts (SaaS) entered into by employees on behalf of Minnesota State Community and Technical College, comply with the guidelines set forth by Minnesota State Colleges and Universities and Minnesota State Law.

**Definitions:**
- **Vetting:** The thorough review, approval and/or addendum of an external vendor contract or terms of service or use of language by college staff and Minnesota State System legal counsel prior to purchase.
- **TOS:** TOS is the acronym for Terms of Service and refers to the Software Agreement Terms of Service.
- **SaaS:** SaaS is the acronym for Software as a Service. It is a software licensing and delivery model in which software or data access is licensed on a subscription basis, hosted off premises. It is sometimes referred to as on-demand software or cloud-based software.
- **EULA:** End User License Agreement in proprietary software or software license agreement is the contract between the licensor and the purchaser, establishing the purchaser’s right to use the software.

**Policy:**
This policy applies to all employees involved in acquiring software applications or software as a service (SaaS) contracts on behalf of M State.

- All work-related and college software, software as a service contracts (SaaS) and data subscriptions intended for purchase or use, regardless of cost, must be reviewed and approved by the College in consultation with System Office Security and General Counsel.

**Associated Policies:**
- Board Policy 5.14 Contracts and Procurements
- Board Policy 5.14.5 Purchasing
- Board Policy 5.23 Security and Privacy of Information Resources

**Associated Procedures:**
- Board Policy 5.14 Contracts and Procurements
- Board Policy 5.14.5 Purchasing
- Board Policy 5.23 Security and Privacy of Information Resources
- Minnesota State Academic & Technology Software Agreements/Contracts
Software Vetting and Installation Procedure

(Also located in the Employee Portal under Files & Forms, Information Technology, under Forms section)

Policy History:
Policy Owner: Dan Knudson, CIO
Policy Author: Lisa Ziegler, OST Director
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Date and Subject of Revision:
Posted and reviewed:

Policy Group Assignment: Technology