POLICY STATEMENT

In order to ensure compliance with university-wide information security policies, and to ensure proper purchase, licensing, and use of applications at Florida International University. Only legally owned software can be used on University-owned computers, servers, devices, or networks. This can be software that is available from Division of Information Technology, PantherTech, for which there is a university-wide license, it can be user or department purchased software or shareware that has been obtained appropriately through PantherTech or proper purchasing procedures.

Software as a service (SaaS) applications must also have appropriate licensing and contract agreements in place.

SCOPE

University Community (faculty, staff, person of interest, and students) and Authorized Users of University’s IT Resources (e.g., consultants, vendors, etc.)

REASON FOR POLICY

To state policies and procedures for purchasing/licensing and use of applications software resources at Florida International University.

DEFINITIONS

<table>
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<th>TERM</th>
<th>DEFINITIONS</th>
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<tr>
<td>Software as a Service (SaaS)</td>
<td>Is a way of delivering applications over the internet as a service. Instead of installing and maintaining software, it is accessed via the Internet.</td>
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<tr>
<td>PantherTech</td>
<td>Is your one-stop shop for your software and hardware needs. Panther TECH provides the FIU community with software for personal use, software for FIU-owned computers, and repairs and upgrades.</td>
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<tr>
<td>Application</td>
<td>Is an end-user program</td>
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HECVAT  |  Higher Education Community Vendor Assessment Toolkit
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Vendor Risk Management Program  |  Is the program that involves assessing the operations, IT and security controls employed at the vendor

**ROLES AND RESPONSIBILITIES**

**Departments/Users:**
- Follow the proper purchasing and licensing procedures when purchasing software and applications.
- Obtain a filled out HECVAT from the vendor

**IT Security Office:** Review the HECVAT

PantherTech: Obtain enterprise licensing for software and applications. Sell software and hardware.

**RELATED RESOURCES**

Free Software from FIU PantherTech: [https://fiu.service-now.com/sp?id=kb_article&sysparm_article=KB0010541](https://fiu.service-now.com/sp?id=kb_article&sysparm_article=KB0010541)

Software for FIU Owned Computers: [https://panthertech.fiu.edu/software-for-fiu-owned-computers/](https://panthertech.fiu.edu/software-for-fiu-owned-computers/)

[https://fiu.service-now.com/sp?id=kb_article&sysparm_article=KB0010540](https://fiu.service-now.com/sp?id=kb_article&sysparm_article=KB0010540)


Vendor Risk Management: [https://security.fiu.edu/vendor_risk_management](https://security.fiu.edu/vendor_risk_management)

**CONTACTS**

IT Security Office
11200 SW 8 Street, PC534A
Miami, FL 33181
Telephone Number: (305) 348-3712

**HISTORY**

*Initial Effective Date:* October 2007

*Review Dates (review performed, no updates):* N/A

*Revision Dates (updates made to document):* May 27, 2021
As part of the FIU’s Vendor Risk Management Program, departments should obtain a completed HECVAT from the vendor selling the software or application. The Vendor Risk Management program at Florida International University (FIU) involves assessing the operations, IT and security controls employed at the vendor. To assist in the process of measuring vendor risk, Educause’s Higher Education Community Vendor Assessment Toolkit (HECVAT) is used. The process assists FIU in ensuring the security and privacy of data, especially where sensitive data and Personally Identifiable Information (PII) is involved.

Division of IT and IT System Administrators shall not (re)install application software on any University-owned device (computer, server, or network) unless it can be shown that the software is properly licensed.