

LOUISIANA STATE UNIVERSITY AGRICULTURAL CENTER

AGCENTER: PS-32

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Responsible Office: LSU AgCenter Information Technology

Category: Information Technology

INFORMATION TECHNOLOGY ACQUISITION AND DEPLOYMENT REVIEW

I. PURPOSE

This policy statement is required by LSU PM-36 and PM-50.

Information technology and information systems are vital to the effective operation of the LSU AgCenter in fulfilling its mission. The LSU AgCenter recognizes the volatility and interconnectedness of the information technology environment requiring due diligence by faculty, staff, and others utilizing these systems in acquisitions of information technology, including Internet of Things (IoT) solutions, to reduce the threat of security risks and data breaches, adhere to regulatory requirements, determine compatibility with information technology infrastructure, and manage information technology assets to promote effective use of such investments. This policy identifies the expectations for the review and approval of hardware, software, and services before acquisition.

This policy also identifies the expectations and responsibilities regarding the fulfillment of and compliance with all applicable policies, regulations, and agreements.

Policies and procedures regarding information technology hardware, software, and services acquisition by the institution, campus, unit, or individual serve to protect the organization from security risks and vulnerabilities; ensure compliance with regulations, laws, and policies; promote cost-savings, and promote adherence to industry best practices.

II. POLICY

A. Scope

This policy applies to the review and approval of all information technology,

including systems and components such as, but not limited to, hardware, software, and services at all application levels, including institution, unit, or individual, and across all types of acquisitions.

B. Key Terms/Definitions

1. **Information technology** refers to any form of technology that serves to store, manipulate, transmit, or receive information, and *information system* refers to a combination of information technologies. This includes hardware and/or devices as well as software (operating systems, programs, applications, plug-ins, add-ons, etc.).
2. **Acquisition** refers to obtaining information technologies or systems and is not to be construed as limited to purchase alone. Instead, it encompasses all means, processes, or procedures to obtain, receive, allocate, or deploy information technologies and/or systems, regardless of the source of funds, with or without cost.
3. Please see [Definitions for Information Technology Policies, Standards, and Procedures](#) for more details.

C. General Policy

1. *Before acquisition*, the LSU AgCenter requires that all information technology hardware, software, and services undergo a thorough review and approval process.
2. Existing information technology hardware, software, and services must undergo a periodic review and re-approval process to ensure that criteria for continued use are met. The frequency of these reviews and re-approvals will be based on the level of risk.
3. Approval for acquisition or continued use is not to be construed as perpetual.
4. For each type of review listed, responsibility will be assigned to a group within the organization with relevant experience and understanding within the scope of the review as described within review procedures.
 - a. **Accessibility:** compliance with accessibility and usability standards (e.g., ADA).
 - b. **Information Security:** compliance for security, privacy, and risk standards.
 - c. **Protected Data:** assessment of the potential for data breaches and to obtain data steward approval (e.g., HECVAT, SOC2)
 - d. **Payment Card Industry (PCI):** compliance for any software or

service that collects payments and/or payment information (e.g., credit card processing).

- e. Licensing Agreements: ensure the satisfaction of institutional standards.
- f. Compatibility/Standards: assessment of compatibility with existing and planned information technology infrastructure, including integration with institution-wide systems and compliance with required standards
- g. Duplication: Consideration of existing hardware, software, or services to meet the requestor's needs, making efficient and effective use of technology investments.
- h. Other Reviews: any other review that may be pertinent to the circumstances of the acquisition that is not covered in the scope of specific reviews listed herein.

D. Responsibilities

1. Policies, standards, guidance, and procedures, as applicable, will be established under the direction of the LSU AgCenter Information Technology unit in consultation with subject matter experts and administration to ensure that all information technology, systems, and services are vetted in a manner that manages and balances the demand for institutional information technology needs across the organization while adhering to the required reviews for accessibility, information security, protected data, PCI, licensing agreements, intended use, audience, and others, as appropriate.
2. It is the responsibility of the individual who seeks to acquire and/or use information technology, systems, and/or services to do so in accordance with all applicable regulations, agreements, terms, policies, standards, guidance, and procedures.

III. PROCEDURES

- A. LSU AgCenter Information Technology will establish, review, and revise or amend, as appropriate, standards and procedures for the review of all information technology and information systems.
- B. Standards and procedures will be cataloged and made available to AgCenter constituents in accordance with risk policy and internal audit procedures.

IV. EXCEPTIONS

- A. There are no standing exceptions to this policy.
- B. Exceptions may be requested and reviewed under the direction of the LSU AgCenter Information Technology unit in consultation with subject matter experts and administration.

V. COMPLIANCE/VIOLATIONS

- A. All LSU AgCenter employees and/or personnel shall be responsible for knowledge of the LSU AgCenter Policy statement as it relates to their position.
- B. Failure to comply with this policy may subject the violator to loss of privileges and/or disciplinary action and personal liability, including civil or criminal actions.
- C. LSU AgCenter Information Technology, in compliance with applicable policy and regulation, will be permitted to implement technical controls to audit and/or curtail circumvention of and/or non-compliance with this policy.
- D. Anyone identifying a potential violation of this policy should immediately notify LSU AgCenter Information Technology for subsequent review/investigation. Upon Information Technology review, further action may be necessitated if a violation is confirmed.

VI. RESOURCES [SOURCES/REFERENCES]

- A. LSU Permanent Memoranda
 - 1. LSU PM-50
 - 2. LSU PM-36
- B. LSU AgCenter Policy Statements
 - 1. AGCENTER PS-1
 - 2. AGCENTER PS-47
- C. LSU AgCenter Information Technology Standards, Guidance, and Procedures
 - 1. Definitions for information technology policies, standards, and procedures (ITSG-01).
 - 2. Information Technology Hardware/System Acquisition Review Procedure (ITOP-32h).
 - 3. Information Technology Software/Service Acquisition Review Procedure (ITOP-32s).

VII. Additional Information / Questions / Contact

- A. Classification: PUBLIC
- B. Contact: LSU AgCenter Information Technology