



**SOUTHWESTERN ILLINOIS COLLEGE  
DISTRICT 522**

**BOARD POLICY**

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**TITLE:** Information Technology Services

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**CODE:** 6010

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**DATE ADOPTED:** Oct 1991

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**DATE REVIEWED:** 01/08; 07/10; 07/23; 08/23

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**DATE AMENDED:** 02/08; 08/10; 09/23

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It is the policy of the Board of Trustees that the Information Technology (IT) Division shall have the exclusive responsibility to develop and maintain systems applications in support of the administrative tasks of the college. Development of systems applications by staff or contractors outside of the IT Division must conform to the standards and decisions of IT.

The Information Technology (IT) Division supports strategic, tactical, and operational initiatives and requirements in support of institutional objectives by providing storage, access, retrieval, formation, processing and access to electronic institutional information and supports the institutional technology infrastructure for the district. The IT Division is the exclusive provider of IT services for SWIC; any information technology services provided by staff or contractors outside of the IT Division must conform to the standards and decisions of IT.

The scope of this policy does not include particular funding sources for acquisitions. The IT service of acquiring technology does not necessarily require that IT provide the funding. Funding source decisions may be based on the nature of the product or service being acquired, the project or department requiring the acquisition, the organizational need to consolidate, or any other organizational need.

IT will provide at a minimum the following services to support the administrative functions of the college.

A. Management of the resources, to include:

1. Hardware procurement and maintenance.
2. Acquisition, implementation, and maintenance of networks, infrastructure, operating systems and institution-wide software.
3. Development of procedures for maintaining the security of equipment, software and data.
4. Maintenance of institutional websites and online services.
5. Support for office workstations, peripherals, telephone, and institutionally supported software.
6. Recommendations and implementation of security best practices

B. Support of administrative information processing needs, to include:

1. Assistance to users in requirements and process analysis.
2. Acquisition and/or development and maintenance of application software.
3. Availability of electronic institutional data for business needs.
4. Production of and access to approved data, reports and forms.
5. Training and education in partnership with functional leads in the use of college approved applications.
6. Advisement and assistance to users on matters pertaining to the development of applications including end user verification.

IT will provide at a minimum the following services to support the instructional programs of the college:

1. Price quotes for SWIC supported hardware and software acquisition.
2. Self-service access and support for instruction.
3. Assistance in requirements analysis.
4. Acquisition, implementation and maintenance of networks to support videoconferencing, distance learning and other district-wide instructional technology services.
5. Acquisition, implementation and maintenance of hardware and software to support district-wide instructional technology services.
6. Acquisition, implementation and maintenance of division classrooms and labs through approved partnerships.