# Columbus State University
# Outside Developers Access to Applications Policy

**8/22/11**

## 1.0    Background

The Columbus State University uses numerous technology applications and system to help run the university on day-to-day basis.  The University Information and Technology Services (UITS) is responsible for making sure that these applications are secure and running properly, as well as maintaining the integrity of the data within the applications.

## 2.0    Purpose

The purpose of this policy is to define who and when outside developers, none UITS developers, can access CSU's applications and system to make changes and updates. The technology application and systems covered include are and not limited too:

- Banner
- Web Content Management System
- Data Warehouse and Store
- Facilities Reservation System
- Learning Management System
- Calendar System

## 3.0    Policy

Outside developers are prohibited from:

- making modifications to the application's base code
- updating the application to latest version
- customizing core functionality of the application
- create new templates, reports, and functionality directly on the production system.
- Any other development work that puts the system at risk and increase the time and resources for UITS to support the system.
- creating code that does not conform to the standards set for the appropriate system

## 4.0    Procedures and Responsibilities

UITS staff and developers are responsible for making sure that the applications and systems are secure, running efficiently, and the integrity of the data.

Any changes made by outside developer must be able to be supported and maintained by the UITS staff of developers.

UITS performs work based on current CSU and Board of Regents policies and procedures for hiring an outside contractor and that these have been satisfied prior to any work beginning.

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Departments requesting to have an outside developer work on one of CSU's applications or system must meet with the system administrator and Executive Director of Enterprise Application Services and present a detail Project plan with timeline and statement of work.

A 3$^{rd}$ Party Confidentiality Agreement must be signed if approval is granted.