



## SPSS Loan Policy for RGS Staff

### Purpose and Context

RGS PeRL has a significant investment in its fixed assets. One of these assets is the Statistical Package for the Social Science (SPSS). This document establishes the framework under which RGS PeRL operates to ensure that this investment is properly managed, utilised and recorded.

### Loan of SPSS Standalone Licenses

Standalone licenses can be loaned to RGS staff under the following conditions:

- 1) Standalone licenses may be installed on personal machines, or computers purchased under the CPST scheme, if such requirement is justified, and has been given approval by DPeRL.
- 2) Loan requests are to be submitted via the online request service on Inet, with other appropriate documentation, if any.
- 3) Period of loan is to be indicated by borrower, and is subject to approval by DPeRL on the basis of availability and reasons for loan. Length of loan period may be modified by the PeRL Research office at any time for unspecified reasons prior to or after approval.
- 4) If an extended loan period is required after lease expiry, a request for renewal can be submitted, subject to approval.
- 5) Borrowers are to report to ICT for the installation and subsequent uninstallation of the software before lease expiry.
- 6) Assets on loan are subject to periodic stock take and their temporary return for this purpose may be required.
- 7) Should a staff member holding a license on loan leave the school, then it must be ensured that the asset is returned prior to but not later than their last day of service.
- 8) Borrowers are personally responsible for the software during the loan period and are also liable for any loss or damage to the software. Costs incurred will be calculated based on a Depreciation Framework endorsed by the Finance Department. Late returns will incur a fine.

#### Summary of fines and charges

Description	Charges
Returns after loan expiry	\$1.00 per working day
Returns after employee leaves service	\$1.00 per working day + \$50 administration fees
Loss or damage to software	Calculation is based on the Depreciation Framework



## **Theft and Loss of Assets**

In accordance to ICT protocols regarding theft and loss of school IT assets, ICT department and RGS PeRL should be notified immediately should machines containing SPSS get stolen, lost or damaged.

## **FAQ on SPSS in RGS**

### **Compatibility and version issues:**

#### **1) Is it important to be able to use the latest version of SPSS?**

Based on the features available in new upgrades, as well as consideration of the features in previous upgrades, older versions are more than adequate to meet the school's current needs. To view what features are in each upgrade, please access this link: <http://www-01.ibm.com/software/analytics/spss/products/statistics/upgrade.html>

#### **2) Are licenses Mac-compatible?**

Sift Analytics, the vendor for SPSS, has issued Mac-compatible licenses for SPSS v21.0. Future versions of standalone licenses will also be Mac compatible. However, the previous versions are only compatible for Windows OS. Currently, there are 5 v21.0 licenses which are Mac-compatible and 15 licenses (earlier versions) for Windows OS.