

NUMBER: IT 1.08
SECTION: Information Technology
SUBJECT: Computer Software Licensing and Distribution
DATE: January 5, 1999
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Policy for: All Campuses
Procedure for: All Campuses
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I. Policy

All computer software residing on University-owned computers must be properly licensed or have written or verifiable permission for its use or distribution.

II. Procedure

A. Responsibility of Departments

1. Departments should be prepared to validate that all software loaded on, or accessed by, University-owned computers is compliant with all applicable copyright and usage requirements, including any limitations on use and distribution. This includes software which is given to the department on a limited or permanent basis for experimental, evaluation or research purposes, as well as freeware, shareware, or open source software.
2. Personally acquired, licensed, or purchased software should not be installed on computers that access University data networks without prior departmental approval. Departments should educate faculty, staff, and students that personally purchased, licensed, or acquired software (including freeware, shareware, or open source software) that is installed on computers that access University data networks may have unintended consequences in a networked environment, including interference with other applications on the network; this includes personally owned computers.
3. Any software on University-owned computers that is not compliant with applicable copyright and usage requirements as specified above should be removed from the computer immediately.

B. Responsibility of University Technology Services

University Technology Services will negotiate bulk software licenses or campus site licenses for the University to reduce costs when possible and will provide mechanisms to distribute software to the University community based on the terms of the licenses.

C. Consequences

Violation of any portion of this policy may result in loss of account or network privileges, initiation of legal action by the University, and/or disciplinary action.

III. Related Policies

See also:

University Policy HR 1.39 Disciplinary Action and Termination for Cause

University Policy STAF 4.12 Procedures for Responding to Violations

University Policy STAF 6.26 Student rights and Hearing Procedures

University Policy ACAF 1.33 Intellectual Property Policy

University Policy IT 1.06 Acceptable Use of Information Technology

IV. Reason for Revision

The policy was updated to more clearly define the responsibilities of departments and University Technology Services, more clearly define consequences, and reflect current IT best practices.