

IT Software Asset Management Policy

1. Purpose

The purpose of this policy is to ensure that all software in use throughout the University is correctly licensed and can be proven to be so.

ICT based systems underpin many University Activities and all such systems are dependent upon computer software for their operation. A component of any software purchase agreement is the licence to operate the software. This can be a perpetual lifetime licence or a fixed-term licence both of which relate to a single installation of the software. It is also possible to purchase an N-user concurrent user licence which permits usage of the software on any computer provided no more than N people are using it at once. Maintenance contracts are often associated with software purchases, to allow the owner to obtain updates and enhancements for the term of the maintenance period.

It is also possible to obtain software by means other than direct purchase. Examples are shareware and freeware. Shareware is software produced and made available on a 'pay-if-you-find-it-useful' basis and may include a free trial use period. There is a common misconception that shareware is free, it is not and using it beyond its trial period without payment is illegal. Freeware is software produced and made freely available to other interested parties, but often only on the basis of individual rather than corporate use.

2. The Policy

The University requires that all software installed on University equipment is properly licensed.

- 2.1 This policy applies to all owners and users of University ICT equipment. There are significant legal implications for the individual and the University with respect to breach of this policy. The Copyright, Designs and Patents Act 1988 is of particular relevance.

2.2 Responsibilities of Schools and Departments

- 2.2.1 Each School and Department is responsible for the software that is installed on ICT equipment in their care and should be able to produce an up to date:
- 2.2.1.1 Inventory of all University purchased software licences and/or licences owned by third parties that give right of use to the University. The licence inventory must retain a trail of licences back to the original version for every licence that has been upgraded.
 - 2.2.1.2 Inventory of installed software by device that can be compared to the inventory of purchased licences.
- 2.2.2 The IT Department will, where possible, assist any School or Department in maintaining their inventory of licences as well as their inventory of installed software. In this regard the School / Department will still be responsible for ensuring installed software is properly licenced.
- 2.2.3 Software must be authorised and, if required, be licensed before it is loaded. Any unauthorised or unlicensed software must be removed immediately upon discovery. Authorised implies approval by Dean/Director or their appointed deputy.
- 2.2.4 Any shareware software which becomes embedded in an individual or group's working practices must be purchased.
- 2.2.5 Any computer equipment that is sold or given to a third party shall have all non-transferable licensed software permanently removed by the IT Department.
- 2.2.6 Wherever practicable Students and Staff shall not be given the ability to download and install software on University equipment.

2.3 Responsibilities of the Users of IT Equipment

- 2.3.1 Only software licensed and authorised for use by the University (2.2.1.1, 2.2.2) above) may be installed on University ICT equipment.
- 2.3.2 Software must only be used in accordance with its licence:

- 2.3.2.1 Software installed against an evaluation licence must not be used beyond the evaluation period defined in the licence.
 - 2.3.2.2 Software licensed for individual use must not be used on a concurrent basis.
 - 2.3.2.3 Software may only be distributed in accordance with its licence agreement.
 - 2.3.2.4 University software must not be passed on or sold without authorisation and only then if the terms of the licence permit transfer.
- 2.4 The University reserves the right to audit, without prior notice, any ICT equipment connected to its networks for the purposes of software licence validation.
- 2.5 Individuals in breach of this policy are subject to disciplinary procedures at the instigation of the Dean\Director with responsibility for the person concerned.

3. Ownership

- 3.1 The Director, IT and Communications Services (IT Department) has direct responsibility for maintaining this policy and providing guidance and advice on its implementation.