



Section 5: Computer Software

Software installed on university computers must support the mission of the university. Information Systems may remove any software from a system that is not licensed, is deemed inappropriate, or that is in any way detrimental to hardware, software, or the University network.

Software Licensing

The following applies to software licenses:

- All software running on University computers must be properly licensed.
- Licensing documentation will be secured by the Department.
- University technical or support personnel will not load or transfer licensed software without proof of license.
- Information Systems may remove from a computer any software that is not licensed or that is deemed a threat to university systems.

Personally-Owned Software

Personally-owned software includes software personally licensed by faculty or staff and not the university. Such software installations is discouraged. However, in exceptional circumstances, the CIO or Deputy CIO may approve such use after reviewing the following:

- The user must justify a need for the software in his/her academic or staff work.
- The user makes available a valid license expressly permitting the installation of the software on more than one PC (it will always be assumed that the user has already installed one copy of the software on a personally owned PC).
- The user shall make available for inspection the original installation media or software download.
- The Department Head must approve the software installation.

When the use of personally owned software has been approved for use on a university-owned PC, the Department will retain the original media and license documentation for the period that such software is installed on university-owned hardware.

Only Information Systems User Support personnel or individuals approved for administrative privileges by Information Systems may install, configure or uninstall any software on university-owned PCs.

Copying Of Computer Software

Unlawful software copying is not permitted. Vice-Presidents, department heads, and directors are charged with ensuring that University faculty, staff, and students are aware of and observe restrictions against unauthorized copying and use of computer software, as provided in the attached guidelines.

Guidelines

- **Scope of Policy:** The prescription against unlawful software copying applies to all faculty, staff, and students. The policy applies equally to all software computing devices.
- **Sanctions for Violation:** Disciplinary steps will be taken against individuals violating this policy in the course of University related activities, or using University facilities to conduct or assist in unlawful copying.
- **Responsibility for Compliance:**
 - When the University acquires software, the relevant budget unit is responsible for reading, understanding, and adhering to the terms of the license agreement.
 - When the University acquires software, the budget unit making the purchase is responsible for maintaining records necessary to show ownership of the software (e.g., purchase orders)
 - Supervisors should ensure that employees and other persons having access to software are advised of restrictions on the terms of the license.