IT SOFTWARE LICENSING & CONTROL STATEMENT

1. INTRODUCTION

The University takes very seriously its responsibility to use software legitimately and actively seeks to prevent any infringement of copyright or intellectual property rights whilst seeking to make the most cost effective use of such software.

The University must manage and control the software that is installed on all IT facilities made available to staff and students. This statement has been written to ensure that all students and staff using UWS IT facilities understand their responsibilities to comply with licensing arrangements and copyright legislation with respect to University software.

2. SCOPE OF STATEMENT

This statement applies to all UWS students, staff, their agents and visitors using the University's IT facilities. Software developed internally by staff or students as part of their academic requirements is excluded from this policy but is still subject to copyright legislation.

3. STATEMENT GUIDELINES

3.1. The University has three categories of software:

- **Supported** software will be fully supported by ITDS but only the two most up to date versions of software. Previous versions will fall into either of the categories below.
- **Authorised** may be installed by ITDS but will not be supported beyond installation or removal.
- **In-House** is software developed by UWS staff or students, for which there are no licence implications. Ongoing support will be subject to agreement.

3.2. Purchasing & Installation

All licensable software must be purchased and installed in conjunction with ITDS and in line with UWS Procurement protocols.

3.3. Licensing

Software must be used in accordance with the terms and conditions of the associated licence. The University will take all necessary steps to ensure that users fulfil their legal obligations under the licensing agreement.

3.4. Copying

The copying of software contrary to its licensing conditions carries severe penalties for individuals, the University or both. The penalties include substantial fines, reputable damage and in some cases possible imprisonment.

4. PROCESS

It is the responsibility of ITDS to ensure that all software installed on UWS equipment is appropriately licensed for use in the course of institutional business

ITDS will use specialist systems to monitor any changes to software installed on UWS equipment.

Where newly installed software has been identified by ITDS monitoring systems, it is the end user's responsibility to ensure that the appropriate licence information relating to the software is sent to the IT Helpdesk for recording within the University's central library. Where proof of licence cannot be found, corrective action will have to be taken by ITDS.

4.1. Software Registration

Software will always be registered in the University's name, not the School's, Department's or individual's name.

4.2. Downloadable Software

All staff and students should be aware that software downloaded from the World Wide Web that are in the form of freeware, shareware and open source, might also be subject to licence agreements. ITDS will assist if the end user is unsure of licence terms of download software.

Students should not attempt to download software onto UWS equipment.

4.3. Mobile Apps

Downloading mobile apps onto either University owned devices or onto personal devices cannot be managed like other traditional software. Mobile apps are licenced to the individual who purchases or downloads them and are not owned by the University. Therefore, it is the end users responsibility to comply with terms and conditions of use.

4.4. Personal Software or Hardware

Where a software package is privately owned by an individual, they may not install it on a University owned device without prior approval from ITDS.

Where a licence agreement exists that allows University owned software to be installed on privately owned devices, the installation will be registered with ITDS as part of the licence agreement and terms. If the user ceases to be a member of the University, confirmation of the deletion must be confirmed to ITDS.

It is the responsibility of the any device owners to satisfy themselves regarding the compatibility and configuration of any software with their device and be vigilant the copyright and licensing arrangements. The University accepts no liability for any issue arising from the installation of software on privately owned devices.

4.5. Audit

ITDS asset management systems will automatically audit and maintain installed software on desktop devices. Licence discrepancies will be reported to the relevant Dean of School or Head of Department. Unlicensed software must either be removed from the device or a licence purchased without delay.

4.6. **Compliance**

Compliance with this policy is essential to maintain robust IT governance. It will allow staff and students the confidence that they are managing and using software within the framework of the law.

Failure to comply with any aspect of this policy will be viewed as misconduct and will be dealt in accordance with the University's Disciplinary protocol.