

IT Software Licensing & Control Statement

Version – v5 – August 2026

Procedure Author – Head of IT

Protocol Owner – Director of Information Technology

Parent Policy Statement – Information Technology Policy Statement

Public Access or Staff Only Access – Public

Version v5 – August 2026

Changes and Reason for Changes Minor amendments, aligned to UWS values and with UWS revised structure/titles.



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 statement 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 Information Technology (IT) but only vendor supported versions of software. unsupported versions will be rejected.
- **Approved** may be installed by IT but will not be supported beyond installation or removal.
- **Rejected** where an end user has requested software which does not have a valid license, is not a compliant version of the software or where the software is not covered by a current vendor security update policy. A request for software may also be rejected on the basis the University already has already approved another package for that use case.

3.2. Purchasing & Installation

All licensable software must be purchased and installed by IT and in line with UWS Procurement protocols. The requestor may be required to provide a cost code.

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. Unlicensed software and software no longer receiving security updates will be removed.

All licensing terms and conditions must be adhered to, for example, it may be that software is stated as being free for education purposes. This may mean that it can only be used for the purposes of teaching and not UWS commercial activity. A request for an education license may be refused in this instance. IT will impose vendor license requirements.

There may be other stipulations a vendor imposes on free software to ensure it is only used for teaching purposes. Where stipulations cannot be met a full licensed version of the software will need to be purchased.

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 IT to ensure that all software installed on UWS equipment is appropriately licensed and up to date for use in the course of institutional business.

IT will use tools to monitor any changes to software installed on UWS equipment.

Where non-supported or unlicensed software is identified by IT monitoring tools, corrective action will be taken by IT.

4.1. Software Registration

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

4.2. Downloadable Software

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

Neither staff nor students have access rights to enable them to download or install software onto UWS equipment. All requests for software purchase and installation must be sent to the IT Service Desk.

4.3 Installation

All software installs must be carried out by IT. Software version upgrades will take place between July and September each year. Version updates can be requested via a 'Change Request' at other times of the year where:

- a) There is a security requirement to do so.
- b) There is an approved business case which has been signed off by Dean/Director or above.

4.4. Smartphone 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 user's responsibility to comply with terms and conditions of use.

4.5. 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 IT.

Where a licence agreement exists that allows University owned software to be installed on privately owned devices, the installation will be registered with IT as part of the licence agreement and terms. If the user leaves the University, confirmation of the deletion must be confirmed to IT where usage of the software would not ordinarily be removed by the deletion of the staff account.

It is the responsibility of the any device owners to satisfy themselves regarding the compatibility and configuration of any software with their device and to be vigilant of 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

IT asset management systems will automatically audit and maintain installed software on desktop devices. Licence discrepancies will be reported to the relevant Faculty Dean 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 statement 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 statement will be viewed as misconduct and will be dealt in accordance with the University's Disciplinary protocol.

5. UWS Core values

This policy supports our core values of **integrity, respect** and **accountability** by showing that UWS are transparent with and observe both the spirit and letter of the licensing agreements we have with vendors.

UWS, through this statement supports inclusivity by opening the institution to licensing software from diverse groups from small app developers to multinationals. Proving that UWS will provide fair compensation for work done by any developer.

This statement supports our value of inclusivity by establishing clear, accessible, and flexible rules that ensure diverse users can afford, and legally use the software. By defining the scope of usage, protecting user data and enabling equitable access for various user profiles, including those in different geographies or with varying accessibility needs.