

Information Security Policy

Software Copyright Policy

1. Introduction

1.1. Software is essential for the University to use computing equipment effectively. Where the need for particular software is required by the majority of the University the purchase and licensing is provided centrally by ITS. Where the software is specific to a local need the licensing is the responsibility of the School or Department or individual that purchases it.

2. Background

2.1. All software is covered by copyright and must not be used without a licence.

2.2. Some licences are charged for and some are not.

2.3. Where licences attract no charge the owner of the copyright will normally just ask for acceptance of terms of use for which there is no charge. Usually this is achieved by clicking on a box that invites you to agree to the terms and conditions of use.

2.4. Software that is charged for generally falls into 2 categories:
a) Purchased outright and legal to use until it becomes obsolete.
b) Attracts a regular payment and when payments cease may no longer be used.

2.5. Software licensed to the University [often at a discounted rate] is generally not licensed for use in commercial concerns.

2.6. Software may be licensed for the use of individuals on their personally owned computing devices and the licence often becomes void when they cease their association with the University. Acquiring licences / keys that time expire reduces the administration required in order to meet Copyright obligations and should always be considered during the acquisition of software. Advice on contract terms may be sought from the Procurement Office.

2.7. Failing to ensure that software use is within the Copyright, Designs and Patents Act may result in criminal or civil proceedings and / or University Internal disciplinary procedures.

3. Purpose

To ensure that the University has cost effective access to the software required to undertake its mission and complies with the Copyright, Designs and Patents Act 1998.

4. Aims

- 4.1. To ensure that software that is required by the University is bought in the most cost effective manner and made available to all that wish and are authorised to use it.
- 4.2. To ensure that only software that is licensed is used.

5. Procedure

- 5.1. A licence to use software must be acquired. The following order should be used:
 - a. Check the ITS web site to see if there is a site licence to use the software you need. If there is not follow the instructions to lodge your request for the licence which may trigger the purchase of a centrally held licence.
 - b. Enquire if there is a locally held licence agreement.
 - c. Legally obtain the license on your own behalf.
- 5.2. Where there is a charge for software, licence key information should be kept in more than one place and the location must always be accessible by more than one individual.
- 5.3. Where the license to use the software allows it to be used on a personally owned computing device and it is installed, this must be recorded by the licence holder and kept in a place always accessible by more than one individual. Should the owner of the personal computing device cease to be associated with the University, and the licence requires it, the software must be removed from the device. If an individual is issued with licensed software for use on a personally owned computing device they must be informed of any requirement to delete the software when they cease to be associated with the University.
- 5.4. Expiry of a license requires it to be removed. It is the responsibility of the post or alternatively the individual that purchased the software to ensure that it is removed from use. University & personal devices must

have the software removed.

6. Responsibilities

6.1. Licences to use software must be handled according to the terms and conditions stated.

6.2. Where software has been paid for licence keys have value and must be made available only to those entitled to use them and the privacy of the keys protected whether acquired personal or institutionally

6.3. The purchaser of the licence must ensure that they exert control over the licence keys to protect these falling into the public domain.

The purchaser of the licence must ensure that they exert control over the licence keys to protect these falling into the public domain.

Ownership:

Owner	Department/Team
Director ITS	ITS

Authors:

Author(s)	Department/Team
Jeremy Maris	Client Services

Contributors and Reviewers:

Contributor/Reviewer	Department/Team
Matthew Trump	Information Service Assurance Manager

Revision History:

Version Number	Status D/R/A/ I ¹	Date Issued	Reason for Issue	Issued by
1.0	D			JM
1.1	I	27/01/08	Approved ISC	Iain Stinson
1.2	I	06/15	Reformatted. Add policy control page	PD
1.3	I	20 June 2017	Minor Amendments	MT

¹ D = Draft; R = Ready for approval; A = Approved for issue; I = Issued