

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

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| Chapter 5 | Information Management & Services | Effective: | June 2000 |
| Section 5.5 | Information Management Client Support Services | Revised: | December 2009 |
| Policy 5.5.10 | Software Policy | Responsibility: | Vice President and Chief Information Officer |

SOFTWARE POLICY

Policy

Only licensed copies of computer software may be used on University computers. Chairs and Directors are expected to enforce authorized use of software in their department. Specifically, they are to:

1. Review software running on all departmental computers to ensure that no unlicensed or illegal software is running on this equipment. If such software is found, Chairs and Directors must initiate steps to remove that software immediately and/or purchase copies to bring the department into compliance with licensing requirements.
2. Ensure that appropriate records, back-up copies, and licenses of software running on departmental computers and/or purchased by the department from University accounts, regardless of source of funds, are maintained in central departmental locations.
3. Work with all faculty, staff, and students in the department to ensure that they are informed of the legal requirements, The University of Texas System (UT System) policies, and institutional policies regarding software licenses, and are aware of departmental policies regarding software. Repeat incidences of software piracy should be dealt with using discipline procedures up to and including termination.

Software piracy is a very serious issue. Those who fail to follow UT System and University policies may not be indemnified by UT System if charged with copyright infringement.

Questions concerning software licensing and University contracted software licensing should be addressed to the Service Desk, 567-7777. See the UT System copyright policy at: <http://www.utsystem.edu/ogc/intellectualproperty/copypol.htm>.
