

## Appropriate Use of Computer Software

### 1. Responsibilities of All Faculty, Staff, and Students

- a. Prevent illegal software usage and abide by university policy regarding the use of copyrighted materials.
- b. Distribute or share software ONLY as permitted by the software's license or Terms of Use.
- c. Understand that a university-provided license permitting home use of software may not permit business use of the software, use for personal gain, or freedom to duplicate and distribute the software.
- d. Assume responsibility for the proper licensing of all installed software on any computer owned by the university. Faculty and staff should retain evidence of individually-purchased software purchases, such as license certificates, purchase orders, packing slips, etc. For software downloaded from the Internet at no charge, faculty and staff should retain proof of the no-charge status by retaining a copy of the webpage(s) documenting this information as well as a copy of the Terms of Use.
- e. Avoid use of personally licensed software on university-owned computers. Personal licenses do not guarantee authorized use on university computers. By installing personally acquired software on a university-owned computer, both the assigned owner of the computer and the software installer may be personally liable for the legality of that software installation.
- f. Report any suspected or known software copyright violations to the Information Technology Assistance Center (ITAC@txstate.edu).
- g. Avoid wasting or consuming an unfair portion of licensed software resources or otherwise interfering with usage by other users.  
Examples:
  - 1) The university makes some software available at no cost to organizational units, but that software is purchased at a cost to the university and should only be requested if required to address a valid academic or business need.
  - 2) If software is licensed on a concurrent use basis, users should exit or quit the software when finished in order to release the licensed spot for others.
- h. Protect and secure software media and software license key codes against unauthorized use.

### 2. Responsibilities of Unit Software Contact

A Unit Software Contact is any member of the faculty or staff that acquires or installs software on computers allocated to the unit or members of the unit.

- a. Install software only in accordance with license agreements, enforce all copyright laws, and report any suspected or known software copyright violations to the Information Technology Assistance Center (ITAC@txstate.edu).
- b. Maintain the records necessary to substantiate the presence of a valid license for the software to be installed. Verify this information in periodic software reviews.

- c. Ensure that software media and software license key codes are protected against unauthorized access to avoid theft or illegal use or duplication. Protect software media from environmental hazards and properly secure backup copies.
- d. Implement reasonable precautions to prevent the use of university equipment to illegally duplicate software. Regularly track and monitor access to computer software offered on servers, websites, or through concurrent use.
- e. Periodically review, revise and renew software licensing contracts and agreements as required by the university and software vendors.
- f. Notify IT Business Services of any sales, transfers, or disposals of computer software. Such notification should include the relevant Texas State asset tag numbers and user information. Retain a copy for organizational unit records.

### 3. Responsibilities of Account Managers

- a. Monitor and ensure that computers in their custody are free of unauthorized software. Budget sufficient funds for the procurement of all software expected to be used on each computer when planning the purchase of new computers.
- b. Assure that Unit Software Contacts understand the university's software procurement and disposal processes and have access to all software purchasing documentation. This includes copies of all software request and procurement forms with account manager signature. This also includes Software License Assignment Forms for any transfers, sales, or disposals of computer related software (available at <http://tr.txstate.edu/software>). A copy should be retained for organizational unit records and the original sent to IT Business Services.
- c. Procure software through the cost reduction programs available from Technology Resources described at <http://tr.txstate.edu/software>.
- d. Enforce restrictions on the use of university-licensed software on personally-owned machines (e.g., work-at-home, student use). Encourage faculty, staff and students to take advantage of the educational pricing available for such software at the University Bookstore.
- e. Ensure that proper account coding is used for all software purchases.
- f. Enforce University policies that prohibit/restrict the purchase of software with university Procurement Cards (P-Cards). These restrictions may be waived if, and only if:
  - 1) The software is not available at a similar price from another source that accepts a Texas State Purchase Order.
  - 2) The software vendor does not accept purchase orders (include a copy of the vendor's published policy with the waiver request).

Waiver requests must be reviewed by IT Business Services and approved by the P-Card Program Administrator prior to the software purchase.
- g. Ensure departmental compliance with university policy when disposing or transferring computer equipment. See [UPPS No. 5.01.02 Disposal of University Surplus Property Equipment and Consumable Supplies](#).

#### 4. Responsibilities of Technology Resources

- a. Present university policies regarding the use of licensed software at New Employee Orientation II.
- b. Provide a reminder of Texas State's copyrighted software policies in all software instruction classes (e. g., Word, Excel, PowerPoint, Windows, etc.).
- c. Maintain a central repository of software licenses, agreements and contracts acquired through the IT Business Services unit.
- d. Administer the multi-tiered Supported Desktop Software Initiative (SDSI) and the Academic Lab Software Support Initiative (ALSSI) to leverage the total purchasing power of Texas State University and the Texas State University System. See <http://tr.txstate.edu/software> and <http://www.its.txstate.edu/departments/academiccomputing/computinglabs/ALSSI.html> for more information.
- e. Centrally license, purchase and deploy software, to reduce costs and facilitate compliance with state and federal regulations regarding software licensing and inventory management.
- f. Provide content related to software copyright adherence for use in the University's Ethics and Compliance training program administered by Human Resources.