

Computing Software Copyright

Original Implementation: July 27, 1999

Last Revision: July 28, 2015

Purpose and Scope

Most software on computers at Stephen F. Austin State University is protected by federal copyright laws. In addition to copyright laws, there is usually a license agreement between the software seller and the purchaser to protect the software. Educational institutions are not exempt from legislation covering copyrights. The university's policy is to adhere to the copyright protections given under federal law and to the conditions of license agreements.

Policies and Procedures

- Software provided through the university for use by faculty, staff, and students will be used on computing equipment only as appropriate to the specific software licenses.
- Licensed software will not be copied on university equipment except as specifically permitted by the software license, e.g., to create a backup copy.
- Faculty, staff, and students may not use unlicensed or unauthorized copies of software on university-owned computers, or any computer connected to the university network.
- The individual who normally uses a specific computer is responsible for ensuring and documenting via license agreement or proof of purchase that the software used on that machine is licensed. When the same computer is used by more than one person, a specific individual will be assigned responsibility for ensuring and documenting appropriate software licensing.
- For a multi-user computing system, the director of the organizational unit owning the system, or the person responsible for its operation, will document licenses, inform users of licensing conditions, and take reasonable actions to ensure compliance.
- The university may audit software on university-owned equipment at any time, with or without notice to the designated users. The university may request permission to audit software on non-university equipment that is connected to the university network as a condition of approval to use such equipment on the network.

Sanctions for Policy Violations

Unauthorized or unlicensed use of software is a serious matter. Faculty, staff, and students should bring known or suspected violations of these policies to the attention of supervisors or other responsible persons such as the chief

information officer. Any individual violating these policies is required to take immediate corrective action, e.g., to remove the unlicensed software; persons refusing to do so are subject to

university disciplinary procedures.

Cross Reference: Computer and Network Security (14.2); Purchase of Electronic and Information Resources (17.16)

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Chief Information Officer

Forms: None

Board Committee Assignment: Academic and Student Affairs