



KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

COMPUTER SOFTWARE POLICY

1. Policy

The Policy of KSU is to manage its software assets to derive maximum benefit to the UniversityCommunity and to ensure that the University community:

- Acquires, reproduces, distributes, transmits, and uses computer software in compliance withinternational treaty obligations and United State laws; and
- Maintains only legal software on KSU's computers and computer networks.

All software is protected under US copyright laws from the time of its creation. KSU has licensed copies of computer software from a variety of publishers to help fulfill its mission. Unless otherwiseprovided in the software license, duplication of copyrighted software, except for backup and archivalpurposes, is a violation of the US Copyright Law and this Policy.

You may not knowingly use software for which KSU lacks the appropriate license. If you become aware of the use or distribution of unauthorized software in this organization, notify your supervisoror Information Technology Help Desk.

You may not loan or give to anyone any software licensed to this organization.

Software Asset Management Process

KSU is committed to managing its software assets for maximum benefit to the organization and its employees. The process consists of three areas of focus: (1) Creating an environment in which the process will succeed, (2) Reviewing the software assets residing on the organization's computers, and (3) Acting to correct breaches in policy and the law, keep the Policy and its procedures current,and prevent future breaches.

KSU will strive to create an environment for success by communicating this policy; educating employees about their responsibilities; training employees in the software supported by this organization; identifying and modifying as necessary the software employees need to fulfill their jobresponsibilities; establishing a Centralized secure repository for original storage media, software licenses, and software documentation in the IT Department; and requiring that all software be procured through official and clearly defined procedures.

As part of this organization's software management process, the Office of Risk Management with the assistance of the IT department will conduct periodic, random reviews of all organization computers and networks to determine the software resident on such systems and whether the organization has the appropriate licenses for all such software. You may be held responsible for the existence of any software on your computer for which the organization lacks the appropriate licenses. System users in violation of this policy are subject to the full range of sanctions, including the loss, without notification, of computer or network access privileges, disciplinary action, dismissal from the University, and legal action. Some violations may constitute criminal offenses, as outlined in Kentucky statutes and other local, state, and federal laws. The University will carry out its responsibility to report such violations to the appropriate authorities.

Software Procurement Procedures

IT shall, store in a secure, central location all original software licenses, disks, CD-ROMs, invoices, and documentation upon receipt of new software, including copies of completed registration cards, for KSU supported software standards. IT shall maintain a record keeping system for original software licenses, hardware, CD-ROMS and diskettes, user information, and invoices for software purchased.

The individual departments may purchase software to use on the University's systems providing:

- The department provides the IT department with original software licenses, hardware, CD- ROMS and diskettes, user information, and invoices for software purchased for maintenance in the centralized Software repository.
- When equipment is moved and/or changes ownership, software the IT department is promptly notified.
- The software is used according to its license requirements.

The software does not adversely react with other University software installed on the system or violate any licensing requirements of the University software.

- The software does not adversely affect operation, traffic or security of the University network.
- Operation and or consulting assistance from IT is not needed for successful use of the software. If operation or consulting assistance is needed, a request to the IT Helpdesk need to be submitted.
- Installation expenses beyond the purchase price are fully understood and budgeted.
- Future replacement/upgrade/maintenance expenses are understood and

included in future budget planning.

Communication of Software Policy

The University is committed to communicating this Policy with its employees. The organization will:

- Include the Policy Statement in the employee handbook located on the KSU Intranet available to all employees.
- Post policy on the KSU Intranet under the Information Technology Section.
- Hold seminars as required on the Software Policy for existing employees to inform them of the types of software licenses, how to detect and prevent piracy, how to implement the Software Policy, and consequences of violating the Policy and relevant law.
- Circulate reminders of the Policy on a regular basis or remind employees of the Policy Email announcements to all users.

Questions regarding this policy should be directed to the Information Technology Help Desk.

2. Entities Affected

- Campus Community

3. Policy Owner/Interpreting Authority

Executive Vice President for Finance and Administration
Chief Information Technology Officer

4. Related Policies

5. Statutory or Regulatory References