

Policies and Procedures

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CHAPTER: Information Technology	ISSUED: 4/19/04	<i>REV. A</i>	<i>REV. B</i>
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PURPOSE

To protect Creighton University from the inadvertent or deliberate violation of software licensing laws. To allow for better management and distribution of software and prevent redundancy.

SCOPE

This policy applies to all Creighton University employees using University-owned computer hardware and software.

POLICY

When possible, the University will purchase the academically priced, licensed software version instead of the boxed version. The Division of Information Technology (DoIT) is the custodian of all licensed software media.

DEFINITIONS

Media

Any means by which software is distributed for installation. Usually, but not limited to CD/DVD.

Boxed Software

Individual installation copy of software; product commonly found in retail stores.

Licensed Software

Academically-discounted software sold as a single or multi-user license; product cannot be purchased at retail store.

RESPONSIBILITIES

All users of Creighton computers are required to practice proper software licensing compliance.

ADMINISTRATION AND INTERPRETATIONS

This policy is jointly administered by Purchasing and DoIT. Questions regarding this policy should be addressed to the respective area.

Purchasing will purchase the software from a supplier; the supplier will issue a paper license or certificate to the requesting department. This certificate is the legal proof of purchase. Upon receipt of the certificate, the department will contact DoIT for installation of the software. Installation requests can be placed at pcwork.creighton.edu.

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Should a department request a particular software version for which the University does not have media, the requesting department assumes the cost of the media.

The requesting department is responsible for securing the certificate at the Reinert Alumni Library to use as proof in case of software audit.

DoIT will loan media to distributed support technicians across campus on an as needed basis with proof of license.

AMENDMENT/TERMINATION OF THIS POLICY

The University reserves the right to modify, amend or terminate this policy at any time. This policy does not constitute a contract between the University and its faculty or employees.

REFERENCES TO APPLICABLE POLICIES

University Purchasing Policy 6.3 Departmental Computer Acquisition

EXCEPTIONS

None

VIOLATIONS/ENFORCEMENT

Any violations of this policy should be reported to Purchasing or the Division of Information Technology.

Violations of this policy can result in immediate withdrawal or suspension of system and network privileges, removal of the software and/or disciplinary action in accordance with University procedures.

The University may advise law enforcement agencies when a criminal offense may have been committed.