

SUL ROSS STATE UNIVERSITY

A Member of the Texas State University System

SRSU Policy: Computer Software Policies and Standards

SRSU Policy ID: APM 7.03

Policy Reviewed by: Chief Information Officer

Approval Authority: Executive Cabinet

Approval Date: 7-23-2013

Next Review Date: 7-23-2018

A. Use of Personal Computer Software

Sul Ross State University employees shall use software only in accordance with the appropriate license agreement. Sul Ross State University does not condone and specifically forbids the unauthorized duplication of software.

Sul Ross State University employees are not permitted to install unlicensed copies of any software onto Sul Ross State University machines. University employees are not permitted to copy software from University's computers and install it on home or any other computers without license.

According to the U.S. and Canadian Copyright law, unauthorized reproduction of software is a federal offense. Offenders (including Sul Ross State University) can be subject to civil damages and criminal penalties. Sul Ross State University departments will be required to document the licensed software on computers in the department and have such documentation available for audit at any time. The documentation should include the name of the software, the purchase order number for the software, the location of the license documentation, and the location of the original media.

Any Sul Ross State University employee who knowingly makes, acquires or uses unauthorized copies of computer software licensed to Sul Ross State University or who places or uses unauthorized software on University premises or equipment shall be subject to disciplinary action.

B. Employee Agreement Form

New employees should sign a certification statement that outlines the correct usage of software and standards.

C. Computer Software Standards

The Office of Information Technology maintains campus wide licenses for anti-virus software for use on all faculty, staff and lab computers. A current list of supported software is updated on an on-going basis and maintained by the Office of Information Technology.