

Policy Number	9.4.1
Approval Body	Executive Committee
Policy Officer	Director ITS
Approval Date	March 2009
Review	2012

---

## 9.4.1 SOFTWARE USE + COPYRIGHT COMPLIANCE PROCEDURES

---

### ENABLING POLICY

#### 9.4 Software Use + Copyright Compliancy

### PROCEDURES

1. All University owned software will be registered in the name of the University.
2. All University owned software will be acquired through Financial Services.
3. Use of illegal software should be reported to the appropriate Dean or Department Head.
4. Software licensing terms will be clarified prior to purchase. Software can be licensed by CPU, node, user, site and other means, and use must be in accordance with the license agreement.
5. IT Services will assist Faculties and Departments in their acquisition of software to clarify licensing agreements.
6. The University reserves the right to audit software on University-owned/leased computers. Such audits may be performed manually or with automated tools.