The University Center and Associated Facilities endeavors to comply with University, State, and Federal regulations regarding the ethical and legal use of software on its computer equipment. To this extent, the following policy and procedure was adapted from Information Technology Memorandum 07.A.02.

Educational institutions are not exempt from the copyright laws concerning computer software. Unauthorized duplication of software is a federal crime. Title 17, Section 106 of the US code states, “It is illegal to make or distribute copies of copyrighted material without authorization.”

Generally, if the manufacturer does not provide a backup copy of the software, it is permissible for the user to make 1 backup copy for archival purposes.

The University of Houston purchases licenses to use computer software. The University does not own this software. A software license must be purchased for each computer it will be used on. These licenses may be purchased in a variety of ways including, single (only 1 computer is authorized to use the software), site (examples: McAfee, MS Office, etc. which the University of Houston has a site license for), and local area network.

According to the US Copyright Law, illegal copying of computer software can be subject to civil damages of up to $100,000 and criminal penalties including fines and/or imprisonment.

University of Houston employees making, acquiring, or using unauthorized copies of computer software will be disciplined. This includes employees giving computer software to other faculty, staff, students, suppliers, contractors, etc. All managers are responsible for their department and employee compliance with University of Houston policies regarding the licensing and use of software.

Software Administration:
The Controller's Office recommends each department assign an employee to be responsible for maintaining and storing all software and licenses. This recommendation includes the storing of all original software and licenses in one location. The University Center Assistant Director of Technology is responsible for authorizing the purchase of computer software licenses for the University Center and Associated Facilities.

The University Center and Associated Facilities has assigned a Primary Software Administrator. This employee is responsible for maintaining computer software, licenses, and storage.
When computer equipment is replaced or transferred, all software, except the operating system, must be removed prior to the replacement or transfer. The Primary Software Administrator is responsible for ensuring compliance with this process.

Periodic audits of departmental use of software for compliance will be made using the UCAF Computer Software Review form (4.3A).

Last Reviewed: 4/18/06

REVIEW AND RESPONSIBILITY
Responsible party: UCAF Policy Team
Review: Every two years on or before August 31st

APPROVAL
Dr: Noel J. Clarke, Business Administrator
Keith T. Kowalka, Assistant Vice President of Student Development