

# SOFTWARE LICENSING & MANAGEMENT POLICY



## PURPOSE OF THE POLICY

The purpose of the Software Licensing & Management Policy is to ensure that the College:

1. Holds appropriate licenses for software which it uses
2. Has coherent strategies for software maintenance and upgrading
3. Minimises risk from software failure as a result of unapproved software disrupting approved software.

## SCOPE

This policy applies to all College staff/learners and pertains to both educational and administrative software.

The College is committed to installing and using only College approved, licenced and legally procured software. The College will not condone the use of unapproved or unlicensed software. Where unlicensed software is found by IT Services, it will be removed, and staff or students found to be installing unlicensed software will be liable to disciplinary action.

Further, in order to maintain a level of software which it is affordable to upgrade appropriately and in a timely fashion, only fully authorised software may be used on College networks and computers.

There are various provisions in the policy to deal with different software issues:

1. The decision to introduce new critical system software or to upgrade major core software from one generation to the next must be included in individual Department Business Plans (in line with the ITS Strategy and IT Disaster Recovery Plan). It must meet College Financial Regulations and be subject to budget approval in the IT Software budget. Finally all requests must be approved by the Senior Management Team and the Head of IT Services.
2. IT Services maintain a list of approved software. Any request for software not currently on the approved list must follow the 'Request for New Software' process. A form is available on the Portal and the first part must be completed by the requestor and returned to IT Services for vetting and added for approval in the next financial year's budget request.
3. The Head of IT Services will ensure proper licensing arrangements for approved College software are maintained.

The Head of IT Services is responsible for the licensing of:

- Server & Client Operating Systems
- System security applications
- Office products and layered software
- Web based applications such as exam software
- Database server & client Licensing
- Core College Applications, as used in Administration (and including licensing of Academic use of those Core Applications)

4. The Head of IT Services Manager will maintain licenses for all other, mainly educational, software. Any member of staff who extends the scope of the use of College software is required to check the availability of licenses with IT Services before doing so. Similarly, any member of staff requiring the installation of software on stand-alone machines is required to check that appropriate licences are held before the installation takes place. Approved college software will only be installed on college equipment.
5. All software installations to the College networks must be undertaken by IT Services, or, where appropriate, MIS and must adhere to the IT Services Change Management Policy.

## **RESPONSIBILITY AND AUTHORITY**

The overall responsibility for the Policy lies with the Head of IT Services. The implementation of its purchasing provision is overseen by the VP Finance & Resources. Software licencing is the responsibility of the Head of IT Services and IT Administrator. The maintenance of approved software and all installations of software is the responsibility of the Senior IT Technician.

## **RELATED POLICIES, PROCEDURES, DOCUMENTS, DEFINITIONS**

### **References**

Associated documents are:

- IT Strategy
- College 'Acceptable Use of IT' Policy
- The College e-Learning Strategy
- IT Services Change Management Policy
- IT Services Request for Software addition, change or deletion

### **Definitions**

'Software' within this Policy means all programs, routines etc present either on the College network or stored on College stand-alone computers. The definition is not restricted to large-scale commercial applications software.



