

# Alfaisal University

Policy Name: Software Licensing Compliance Policy

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Policy Owner	IT Services

## Summary:

Alfaisal IT Services (ITS) is committed to ensure appropriate support for information systems in its domain of ownership in an efficient & professional manner. All software users must use the software in accordance with the terms and conditions of the license agreement for that software.

Signature:  .....

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## **1. Introduction**

Alfaisal IT Services (ITS) is committed to ensure appropriate support for information systems in its domain of ownership in an efficient & professional manner. All software users must use the software in accordance with the terms and conditions of the license agreement for that software.

## **2. Purpose**

The primary objective of establishing this policy is to ensure that the usage of all the software applications and operating systems at Alfaisal university complies with the law. This policy outlines the licensing scheme of software license(s) at Alfaisal. Centrally managing licenses assists the university to enjoy maximum benefit of bulk or volume licenses, academic pricing and reduces the possibility of redundant purchasing of software licenses. Incorrectly licensed software could lead to legal action being taken against the University.

## **3. Policy Scope**

This policy applies to the software(s) of all computer & telephonic equipment owned, supplied or maintained by the university including servers, desktop computers and laptops.

## **4. Policy**

- 4.1.1. Users are required to conform with the terms and conditions of all license agreements for software loaded on to any application (software) owned or used by the University
- 4.1.2. Alfaisal users are required to conform with the copyright protection rights given to owners of intellectual property. These include digital content, loading and use of licensed software.
- 4.1.3. Software(s) must not be installed or used on any system, computer, or device owned by Alfaisal in any way that is in violation of the license agreement
- 4.1.4. University licensed software(s) must not be installed on any university or personal computer or device without prior written approval from the IT Director.
- 4.1.5. Software(s) installed or used on of the university owned computers in violation of its license must be uninstalled
- 4.1.6. University licensed software installed or used on any system (university owned or personal) or device in violation of its license must be uninstalled
- 4.1.7. The user or unit responsible for using the software and the unit responsible for the license management must ensure that they completely understand the implications of any licensing agreement before acquiring or purchasing the software.



- 4.1.8 Sufficient records must be kept by those responsible for management of any software, to ensure licensing information is available at all times.
- 4.1.9 Alfaisal staff, faculty and students are refrained to use university computers and devices to access, use, copy, reproduce, or make available all copyrighted content to others.
- 4.1.10 Furthermore, in carrying out the requirements of these responsibilities, the Alfaisal IT personnel is authorized to conduct periodic internal software audits within the campus in addition to sanctioning the active monitoring and scanning of Alfaisal systems, as described in this policy.

## **5. Guidelines**

- 5.1.1 ITS helpdesk could be contacted for consultation and for assistance in software installation process.
- 5.1.2 Software functionality, user training, and operating instruction materials for off-standards software should be requested from the software provider or its representative.
- 5.1.3 Business units and users must inform and consult with ITS prior to the purchase of any software to ensure the University can take full advantage or utilization of any existing licenses, volume or bulk licensing and academic pricing.

## **6. Licenses Not Managed by ITS**

Licensing of software owned by the University or installed on University computers and not managed by ITS is to be managed by the individual or the business unit or the college which has acquired the software shall consider the following:

- I. To ensure compliance with the licensing agreement.
- II. Annual maintenance and renewal of the license agreement.
- III. Storing and retaining license certificates (documents).
- IV. Storing and retaining the technical documentation and media

## **7. Digital Content**

- 7.1.1 Users are required to obtain appropriate permission to distribute, publish, display protected or copyrighted content which includes text, images, audios, videos, graphics and Alfaisal inbuilt computer program(s) or software(s).
- 7.1.2 Users should refrain from using university owned equipment to copy, print or

display the copyrighted digital content in any form.

- 7.1.3 Users should always use Alfaisal computing resources in accordance with the high ethical standards of the university community. Academic dishonesty (plagiarism, cheating, invasion of privacy, unauthorized access, and trade secret and copyright violations,) is a violation of Alfaisal code of conduct.

## 8. Standard Software(s)

By default, ITS will install standard software for you when setting up a computer or laptop. This includes the following:

1. Operating System \*
2. Office Suite\*
3. Antivirus Client
4. PDF viewer
5. Network printer

## 9. Exemptions

Exception to or exemptions from any provision of this policy must be approved by the VPFA. Similarly, any questions about the contents of this policy, or the applicability of this policy to a particular situation should be referred to the IT Director.

## 10. Enforcement

Non-compliance with this copyright policy is a serious matter. Such violation is without Alfaisal consent and is subject to disciplinary action to be determined by the University Management. Effectively, any violations will result in loss of computing privileges, among other University determined sanctions. It may also expose the individual or the University to legal action.

*\*Alfaisal provides the latest Operating System and the Office suite as Alfaisal is in a Campus agreement with one of the leading vendor of the market.*

## 11. Definitions

<b>Open Source</b>	Open source describes practices in production and development that promote access to the end product's source materials. Some consider open source a philosophy, others consider it a pragmatic methodology.
<b>Plagiarism</b>	the wrongful appropriation, close imitation, or purloining and publication, of another author's language, thoughts, ideas, or expressions, and the representation of them as one's own original work
<b>Perpetual license</b>	A perpetual license is a license that is paid once and does not need to be renewed annually.