

AUTHORISED SOFTWARE POLICY

Policy Number	TEC 2.02
Policy Name	Authorised Software Policy (Issue Three)
Applicability	Bond University Staff and Students
Policy owner	Director, Information Technology Services
Contact person	Director, Information Technology Services
Policy status	Approved Policy
Date created	12 May 2009
Date last amended	19 November 2019
Date last exposed	October 2019
Date last reviewed	
Date of next review	19 November 2022
Related policies	Procurement Policy (FIN 2.03) Student Acceptable Use of ICT Facilities Policy (TEC 1.01) Staff Acceptable Use of ICT Facilities Policy (TEC 1.04) Copyright Compliance Policy (TLR 6.01) Social Media Policy (COR 4.03)

1. OVERVIEW

The purpose of this Policy is to outline the acceptable use of software on the [Computing Facilities](#) at Bond University, to protect the University and its [Authorised Users](#) from legal action resulting from the use of non-[Authorised Software](#), and to gain efficiencies from centralised software procurement.

2. THE POLICY

2.1 Use of Software

- 2.1.1 Bond University will only use legally acquired software that is configured and used in accordance with the [License](#) terms and conditions.
- 2.1.2 The making of [Illegal Software](#) copies or use of such copies is prohibited.
- 2.1.3 The use of all software on Computing Facilities must comply with all relevant University policies. Information Technology Services will periodically send a reminder of the obligations of this Policy to all Authorised Users.
- 2.1.4 [Free Software](#) may only be used if the free Licence conditions explicitly allow for use in an enterprise.

2.2 Standard Operating Environment

- 2.2.1 The University will provide [Standard Operating Environments](#) (SOE) for use on all computing facilities. All Computing Facilities must use the standard operating environment, except where approval has been granted by the Director, Information Technology Services.
- 2.2.2 Information Technology Services will maintain and publish a register of software endorsed for use with the SOE.
- 2.2.3 Information Technology Services will install [Endorsed Software](#) to an authorised user's SOE where approval has been sought and granted by the Executive Dean or Director of the relevant Faculty/Office or nominated delegate.
- 2.2.4 Information Technology Services will maintain all Endorsed Software in use in the SOE.
- 2.2.5 Staff can request the inclusion of additional software for use with the SOE where a valid University business, academic or research requirement exists. Requests will be subject to approval according to the terms of this Policy and all other relevant University policies.
- 2.2.6 Where possible, software will be made available to staff on a self-service basis via the University Software Centre.

2.3 Software Procurement

- 2.3.1 Information Technology Services is responsible for the purchasing, renewal, and disposal of all software to be included in the SOE.
- 2.3.2 Authorised users may request the purchase or installation of software via the Online Service Desk with prior authorisation from within the relevant Faculty/Office.
- 2.3.3 Software which has been personally purchased outside of the Procurement Policy Framework will not be installed on Bond University owned assets.

3. Software Licence Monitoring

Software Licence monitoring is undertaken by Information Technology Services to ensure that the University maintains compliance in terms of currency, legality and quantities of Licences as well as to determine unauthorised and Illegal Software installed on University computer assets.

The University strictly adheres to all obligations regarding software licensing and manages the risks accordingly. Under unique circumstances some staff may have administration privileges to install software on University computer assets in the pursuit of teaching, learning and research, these privileges are governed and regulated by the Authorised Software Policy. Furthermore, under the Staff Acceptable Use of ICT Facilities Policy, the University reserves the right to monitor or review information stored on the Facilities (clause 2.2.8).

The [Software Licence Monitoring Procedures](#) deal with the continuous monitoring of the software installed on University computer assets in order to verify that no unauthorised software is in use. For each software application, both Licence compliance and usage reports can be produced as outcomes of this monitoring.

4. DEFINITIONS

Authorised Software	Software that is being operated under duly acquired Licence terms and conditions and in accord with University aims and objectives. It includes: <ul style="list-style-type: none">▪ Commercial software▪ Software available to University Offices and Faculties by virtue of that status (education and research use)▪ Public domain software (e.g. The Apache Foundation)▪ Software as a Service (SaaS) Cloud applications▪ Vendor software provided free for use by education and research institutions subject to non-commercialisation use or commercialisation constraints.
Authorised Users	Employees, contractors, consultants, temporary staff, students, and other workers at the University, including all personnel affiliated through third parties.
Computing Facilities	All Bond University owned computers and devices. This includes PCs, laptops, tablets, and mobile devices.
Endorsed Software	Software used in the SOE and/or supported directly by Information Technology Services.
Faculty	For the purposes of this Policy includes Bond Business School, Office of Core Curriculum, and Bond University College
Free Software	Software offered free of charge usually for private, personal use and not for use in an enterprise or for commercial purposes.
Illegal Software	Software that is copied or used outside the terms of the software License. Such actions are illegal under the Commonwealth Copyright Act and carry high penalties.
License	The right to use the software granted by the licensor to the licensee under the conditions of the agreement.
Open Source Software	Software that is licensed with a copyright licence compliant with the Open Source Definition (OSD), distributed with its source code in a human readable format, developed in an open and collaborative way by groups of developers. http://www.opensource.org/docs/osd
Responsible Party	The Authorised User defined as responsible for ensuring the use of non-Endorsed Software meets the requirements of this Policy.
Standard Operating Environment (SOE)	A specification for a standard computer architecture and software applications that is used within the University as decided by the ICT Governance Committee.
Trial Software	Software offered for use with the intention that the user will trial the software for suitability and then purchase or cease using the software and remove it from the computer.

5. RELATED PROCEDURES, GUIDELINES AND FORMS

[Software Licence Monitoring Procedures](#)

SOFTWARE LICENCE MONITORING PROCEDURE

- 1.1. Information Technology Services uses a commercially available software asset management system to conduct software monitoring of all University computer assets. The monitoring agent is installed on each computer asset. The agent runs seamlessly in the background and collects data about installed software.
- 1.2. The monitoring process entails remote checking of all computer assets as defined above and reporting back to the central software asset database for verification with current [Licences](#) and Licence quantities. The monitoring process also collects software usage statistics based on the number of times each application is executed/run. This information enables Information Technology Services to determine appropriate licensing models and effect Licence recovery.
- 1.3. Licence compliance and usage reports can be extracted from monitoring data on an ongoing basis to enable follow up action. No follow up action is taken for [Trial Software](#) or [Open Source Software](#) as defined in the Authorised Software Policy.
- 1.4. Where compliance issues are reported, Information Technology Services will enter into a dialogue with the person to whom the computer asset is assigned. If required, the Faculty/Office will be requested to provide the funds to purchase the required Licence(s) through Information Technology Services.
- 1.5. If the Faculty/Office does not wish to provide funds for the purchase of the required Licence(s) then the software in question will be removed by Information Technology Services within a timeframe negotiated with the head of the relevant Faculty/Office.
- 1.6. Where a Licence is held by virtue of research collaboration, for example, or the Faculty/Office can otherwise establish the legitimate right to use, a brief statement to that effect, with adequate evidence, must be provided to Information Technology Services within a timeframe negotiated with the head of the relevant Faculty/Office.
- 1.7. If [Illegal Software](#) is reported, Information Technology Services will enter into a dialogue with the person to whom the computer asset is assigned, to make sure that the software is indeed illegal. If it is determined that the software is in fact legal, details will be recorded in the Asset Register. If not, alternatives will be discussed such as acquiring an appropriate Licence and having the Illegal Software removed.

Information Technology Services will periodically send a reminder about the continuous monitoring process to all [Authorised Users](#) of University computer assets. (This will be done in conjunction with the reminder about obligations as per [2.1.3](#) of the Authorised Software Policy).

RELATED PROCEDURES, GUIDELINES AND FORMS

Asset Acquisition, Recording & Control (including Stocktaking) & Disposal Procedures (in the Fixed Assets Policy ([FIN 3.06](#)))

[ITS Request Software for a Bond University Computer](#) Procurement Procedure