



KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

POLICY TITLE:

Software Policy

VOLUME, SECTION & NUMBER:**ENTITIES AFFECTED:**

Faculty

Staff

Students

ADMINISTRATIVE AUTHORITY:

Information Technology

APPROVED BY:

Kentucky State University Board of Regents

EFFECTIVE DATE:

August 9, 2024

REVISED FROM:

May 2013 Version of Policy

POLICY STATEMENT:

This purpose of this policy is to ensure that Kentucky State University (KSU) is in legal and ethical compliance concerning the acquisition and use of computer software on KSU-acquired systems.

KSU strives to manage software assets so as to derive maximum benefit for the KSU community and to ensure that the KSU community:

- Acquires, reproduces, distributes, transmits, and uses computer software in compliance with all applicable laws.
- Maintains only legal software on KSU's computers and computer networks.

All software is protected under U.S. copyright laws from the time of creation. KSU has licensed copies of computer software from a variety of publishers to help fulfill its mission. Unless otherwise provided in the

software license, duplication of copyrighted software—except in rare instances—is strictly prohibited by U.S. copyright law and this policy.

Users may not knowingly use software for which KSU lacks the appropriate license. If a user becomes aware of the use or distribution of unauthorized software at KSU, he or she must notify his or her supervisor and the Information Technology (IT) Help Desk.

Users may not loan or give out any software licensed to KSU. Questions regarding this policy should be directed to the IT Help Desk.

SOFTWARE MANAGEMENT PROCESS:

As aforementioned, KSU is committed to managing its software assets for the maximum benefit of KSU and its employees. Therefore, as part of KSU's software management process, periodic, random reviews of all KSU computers and networks will be conducted to determine whether the software installed on all computers and systems is properly licensed.

Users may be held responsible for the existence of any software on their work computers for which KSU lacks the appropriate licenses. System users in violation of this policy are subject to a full range of sanctions, including the loss of computer or network access privileges, disciplinary action, dismissal from KSU, and legal action. Some violations may constitute criminal offenses as outlined in state and federal laws. KSU will carry out its responsibility to report such violations to the appropriate authorities.

SOFTWARE PROCUREMENT PROCESS:

Users must follow KSU procurement policies and procedures in order to purchase software, which require IT to review and approve all software purchases.

Prior to purchasing, a user must ensure:

- Proper planning and determination of the alignment of the proposed software with KSU's strategic plan.
- That the software will be used according to its license requirements.
- That the software will not adversely react with other KSU software already installed on the system.
- That the software will not violate any licensing requirements of existing KSU software.
- That the software will not adversely affect the operation, traffic, or security of the KSU network.
- That resources within the requesting department are assigned for proper operation of the software.
- That installation expenses beyond the purchase price are fully understood and budgeted.

- That future replacement, upgrade, and maintenance expenses are understood and included in future budget planning.

RELATED POLICIES:

Appropriate Use of Technology Policy
