KENTUCKY STATE UNIVERSITY

Policies and Regulations

POLICY TITLE:
Software

APPLIES TO:
All users of Kentucky State University computers and networks, including Faculty, Staff, and Students

ADMINISTRATIVE AUTHORITY:
Chief Information Officer (CIO)
Department of Information Technology (IT)

APPROVED BY:
Kentucky State University Board of Regents

EFFECTIVE DATE:
August 8, 2025

NEXT REVIEW DATE:
August 8, 2028

POLICY STATEMENT:

To ensure legal and ethical compliance, Kentucky State University (KSU) requires that all computer software be acquired, reproduced, distributed, and used in accordance with U.S. Copyright Law and all applicable licensing agreements. This policy governs the management of KSU's software assets to protect the University from legal and financial risk.

DEFINITIONS:

Computer Software
Any program or application installed on or accessed through university-owned computer systems or networks.

Software License
The legal agreement that specifies the terms of use for a piece of computer software.

PROCESS:

Legal Compliance and Authorized Use

- KSU will maintain only legally licensed software on its computers and networks. All software is protected under U.S. copyright laws from the time of its creation.

- Unless otherwise provided in the software license, the duplication of copyrighted software is a violation of U.S. Copyright Law and this policy. This does not prohibit duplication for backup and archival purposes if permitted by the license.

- Users may not knowingly use software for which KSU lacks an appropriate license.

- Users must not loan or give away any software licensed to KSU.

- Any user who becomes aware of the use or distribution of unauthorized software at KSU must immediately notify their supervisor or the Information Technology (IT) Help Desk.

Software Asset Management

- As part of its software management process, KSU will conduct periodic, random reviews of university computers and networks to ensure license compliance.

- Users may be held responsible for the existence of any unlicensed software on their university-assigned computer.

Software Procurement

- All software purchases must follow KSU procurement procedures and must be reviewed and approved by the Department of Information Technology (IT) prior to purchase.

- Prior to purchasing software, the requesting department or user must ensure the following:

  o The software aligns with the University's strategic plan.

  o The software is used strictly according to its license requirements.

  o The software does not adversely affect the operation, security, or traffic of the university network or conflict with other university software.

  o The department has assigned resources to operate the software.

  o All expenses beyond the purchase price, including installation, future upgrades, and maintenance, are understood and included in budget planning.

Violations and Sanctions

- 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 the University, and legal action.

- Some violations may constitute criminal offenses, and the University will carry out its responsibility to report such violations to the appropriate authorities.

REFERENCES AND RELATED MATERIALS:

- KSU Appropriate Use of Technology Policy

CONTACTS:

Subject	Office	Telephone	E-mail
General Questions	Office of the CIO	(502) 597-7000	Wendy.Dixie@kysu.edu

HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Policy)	Circa 2002	Unknown
Revised	Circa 2019	Unknown
Substantive Revisions	June 2025	Wendy Dixie and Zach Atwell