Mid-Atlantic Christian University
Office of Information Technology Policy #4

SUBJECT: Software Governance

DATE: April 08, 2013

REVISED: 02/11/14; 02/27/15; April 2020
NEXT SCHEDULED REVIEW: Yearly, February

APPROVED BY BOARD OF TRUSTEES: October 18, 2013

Policy for: All Mid-Atlantic Christian University staff, faculty, and students
Procedure for: All Mid-Atlantic Christian University staff, faculty, and students
Authorized by: Vice President for Finance
Issued by: Board of Trustees

I. Purpose

This policy seeks to reduce University exposure in critical areas, improve vendor accountability, and assure Software use in compliance with license restrictions and copyright.

II. Policy

Mid-Atlantic Christian University ("University") utilizes standardized procedures to procure and acquire software. Software purchases are facilitated by the Office of Information Technology, purchased with University funds, and must be licensed to the University and not to individual employees. All University employees and users of University-licensed Software shall use the Software only in accordance with the license agreement. The University prohibits the installation of any Software on University Information Technology Resources without a valid license.

III. Procedures

A. Software Acquisition

Software license acquisitions will be initiated using processes documented by Purchasing and the Office of Information Technology (OIT); Software purchased using personal funds will not be reimbursed.

1. The University will make every effort to centrally fund Software that will:

a. be adopted as a University-wide standard;
b. be integral to the University's technology infrastructure;
c. be implemented as part of a University initiative; or
d. allow the University to realize economies of scale.

2. Every effort will be made to avoid duplicative Software purchases.

3. The standard University software purchasing procedures include evaluations of the following conditions, which may result in detailed review by OIT and the Finance office:

a. Processing, storage, or transmittal of confidential data as defined in [Office of Information Technology Policy F-IT - 2 Information Security](#), including contracting with a third party to accept payment card processing on behalf of the University.

b. Data collection or integration is expected for systems that process, store, or transmit data.

c. Transferal of data currently residing on a University-owned computer or server or other device to a device not owned by the University.

d. Login integration with the University's identity management login structure is expected when applicable.

e. Intended installation on a server managed by OIT.

f. Specific or unusual network, storage or security requirements.

g. Requirements for remote systems access or virtual private network (VPN) access.

h. Intended for shared use in the University enterprise.

i. Intended to be widely accessed over the University network.

j. Requires regulatory or legal compliance or falls within the scope of a compliance program already managed by OIT.

k. Intended installation in a virtual or imaged environment.

l. Vendor acceptance of University standard terms and conditions.

B. Software License Use

1. University use of Software shall comply with the license agreement. No University employee shall violate the terms of a license agreement. Transferring possession of any copy, modification or merged portion of any licensed Software, whether gratuitously or for gain, shall be a violation of this policy and is prohibited by the University, unless transfer is explicitly allowed in the license. Such conduct may also violate state and federal law and subject an employee to civil and/or criminal penalties.

2. University employees who make, acquire, or use unauthorized copies of computer Software, or otherwise violate Software license agreements, or otherwise violate this policy shall be subject to discipline in accordance with [Office of Information Technology Policy #1 Acceptable Use](#) of Information Technology Resources and may also be subject to personal liability, including civil and/or criminal penalties as provided by state and federal law.

3. Personally licensed Software or Software that is free or purchased personally by an individual may be installed on University Resources with approval from the Office of Information Technology, department head, and if the individual owner maintains a valid copy of the license with the device (i.e., a valid copy of the license must be kept with the computer). If an individual cannot produce a valid license upon request, the Software must be removed. Departments allow the installation of such Software at their own risk; Software must be removed if the employee who licensed the Software leaves the University.

4. Software may not be installed on any University server without a valid license that allows for server installation and shared use of the Software.

5. Software licensed by the University may not be installed on any device other than the device specified on the license.

C. Software Management

1. Software is intended for the use specifically authorized in the applicable Software license agreements, remains the intellectual property of the owner, and is protected by copyright or patent.

2. Each Software license will have documented rules for appropriate installation and use, and metrics for payment for such use. Metrics may include seat count, named user list, installation count, processor count, University enrollment data, fixed monthly fee, site license or a variety of other metrics depending on the Software, the category of Software and the vendor. The University department or unit acquiring Software is responsible for verifying appropriate installation and use of the

Software, for maintaining documented records in support of the required metrics, and for covering additional costs related to expanded or changed metrics.

D. Operations

Software installations cannot impair the operation of University network and servers. Software installations may also have risks for desktops, causing slow or unreliable performance. If found to be in conflict with University policies, or in conflict with educational, business, network or server operations, Software will be removed, or the hardware running the Software will be disconnected from or otherwise blocked from network connectivity, in compliance with Office of Information Technologt Policy F-IT - 3 Network Infrastructure and Office of Information Technology Policy F-IT - 1 Acceptable Use.

E. Responsibility

The responsibility for complying with this policy rests with each employee. Employees shall report any violations to their unit supervisors. Unit supervisors shall report violators for appropriate investigation and discipline. The individual with signing authority for purchase of Software, or that individual's designee, is responsible for understanding the license installation, license use metrics, vendor management, and the ongoing verification of license compliance. Violations will be sanctioned according to University policy, including without limitation, Office of Information Technology Policy F-IT - 1 Acceptable Use.

IV. Published: Policy Website

V. Reason for Revision

VI. Appendices

Relevant Policies

OIT Policy F-IT - 1 Acceptable Use

OIT Policy F-IT - 2 Information Security

OIT Policy F-IT - 3 Network Infrastructure