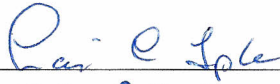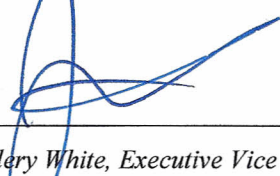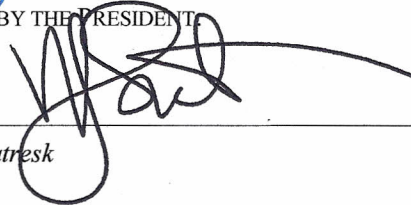# UNLV

OFFICE OF INFORMATION TECHNOLOGY

SOFTWARE LICENSING POLICY

RESPONSIBLE ADMINISTRATOR: **VICE PROVOST FOR INFORMATION TECHNOLOGY**

RESPONSIBLE OFFICE(S):   **OFFICE OF THE VICE PROVOST FOR INFORMATION TECHNOLOGY**

ORIGINALLY ISSUED: **APRIL 2013**

APPROVALS: APPROVED BY:

Lori L. Temple, Vice Provost for Information Technology   5/9/13   _Date_

John Valery White, Executive Vice President & Provost   5/15/13   _Date_

APPROVED BY THE PRESIDENT:

Neal J. Smatresk   5/17/13   _Date_

REVISION DATE: NA

STATEMENT OF PURPOSE

The purpose of this policy is to:

- Ensure individuals understand their responsibilities regarding their use of university software.
- Help the university remain in compliance with its software licensing agreements.

The university's Copyright Policy covers the requirements for compliance with software copyright laws and regulations.

ENTITIES AFFECTED BY THIS POLICY

Entities affected by this policy include all UNLV academic and administrative offices and all UNLV students, employees, and anyone who accesses university software.

WHO SHOULD READ THIS POLICY

UNLV students, employees, and anyone who accesses university software should read this policy.

POLICY

Individuals using or installing university software are responsible for understanding and adhering to license requirements for that software, whether installed on university and/or personal devices. University software installed on personal devices must be removed at the end of an individual's formal affiliation with the university.

Refer to the Office of Information Technology's Policies and Procedures web page at http://oit.unlv.edu/about-oit/policies for the current software licensing requirements (e.g., use at home) and additional information (e.g., number of devices covered), which may have changed since the software was first installed.

RELATED DOCUMENTS

University Copyright Policy http://provost.unlv.edu/copyright/

Contacts
Refer to the Office of Information Technology's Policies and Procedures web page at http://oit.unlv.edu/about-oit/policies for a list of individuals who can answer questions about the policy.

DEFINITIONS

Formal affiliation – Employed by the university or an active student as indicated in the student information system.

University software – Software obtained by the university through contracts, agreements, grants, donations, or purchased using university funds.