
Software Licensing Policy

ITS Policy Group

1 Purpose

The purpose of this policy is to define roles and responsibilities on the licensing of software within Victoria University of Wellington. Centrally managing licences assists the University to take full advantage of bulk or volume licence pricing and reduces the possibility of redundant purchasing of Software Licences. Incorrectly licensed software could lead to legal action being taken against the University.

2 Organisational Scope

This policy is University Wide. This policy applies to all users of University Information Systems as defined in the Information Systems Statute.

3 Definitions

For the purposes of this policy, unless otherwise stated, the following definitions shall apply:

University	Victoria University of Wellington
Software Licence	All software has a licence. Licences may be a full commercial licence, a 'free' licence, a licence to 'trial' or a licence to trial and then purchase. Other licence examples include 'shareware', 'freeware' and General Public Licence (GPL, e.g. GNU GPL). A software licence is a legal agreement that is entered into between two parties
University Site Licensed Software	University site licensed software grants the University the right to load the software on any computer owned or leased by the University. Some site licensed software has specific home use rights. Home use often requires users to sign a software licence agreement. The agreement outlines the Users' responsibilities and provides the Terms of Use for the software
Nested Agreement	A Licence Agreement that includes acceptance of further licence agreements related to additional software. This additional software may be installed optionally or automatically with the core software package.
CSU	A Central Service Unit of the University
ITS	Information Technology Services – a CSU of the University
Information System	An Information System as defined in the Information Systems Statute

User	Any User as defined in the Information Systems Statute
Management of Software Licences	The performance of the following by the party responsible for the Software License: <ul style="list-style-type: none">• Assuring compliance with the licence agreement• Maintenance and renewal of the licence agreement• Retaining documentation relating to the software licence agreement, or copies thereof

4 Policy Content and Guidelines

4.1 General Regulations

- (a) Users are required to conform to all University policy and regulations on software licensing including, but not limited to, this policy and the Information Systems Statute. Breaches of this policy are breaches of the Student Conduct Statute or the Conduct Policy, may constitute misconduct or serious misconduct, and may result in disciplinary action
- (b) Users are required to conform with the Copyright Act 1994 and amendments, including but not limited to the copying, duplication, loading and use of licensed software
- (c) Users are required to conform with the terms and conditions of all licence agreements for software loaded on to any Information System owned or administered by the University
- (d) Users of University licensed software are required to conform with the terms of all license agreements between the University and any third party, including University licensed software installed or used on any system, computer, or device
- (e) Software must not be installed or used on University owned Information Systems in any way that is in violation of the license agreement
- (f) University licensed Software must not be installed or used on any system, computer, or device in any way that is in violation of the license agreement
- (g) Software installed or used on University owned Information Systems in violation of its licence must be uninstalled
- (h) University licensed Software installed or used on any system, computer, or device in violation of its licence must be uninstalled
- (i) The party responsible for the software and the party responsible for the license must ensure that they fully understand the implications of any licensing agreement before acquiring or purchasing the software. For example:
 - (i) Do not commit to licence agreements that prevent the University from removing any software; and
 - (ii) Exercise due care with any nested agreements allowing the automatic installation of additional software without authorisation from the User
- (j) Adequate records must be kept by those responsible for management of any software, to ensure licensing information is available at all times.

4.2 Licenses Managed by Information Technology Services (ITS)

- (a) All University Site Licenses are to be procured and managed by ITS

- (b) ITS will maintain an up to date list of ITS managed Software Licenses. This list will be available on the Victoria Intranet.

4.3 Central Service Unit Software Licences

- (a) Software Licences to be used by CSU's must be purchased and managed by ITS
- (b) Software to be used by CSU's may be managed and installed by ITS, the CSU, or third parties as delegated by ITS or the CSU
- (c) CSU's must inform and consult with ITS prior to the purchase of any software to ensure the University can take full advantage of any existing licences, volume or bulk licence pricing
- (d) Any installation of software by ITS, the CSU, or third parties as delegated by ITS or a CSU must be registered with ITS.

4.4 Software Licences Not Managed by ITS

- (a) Licensing of all software owned by the University or installed on University owned Information Systems and not managed by ITS is to be managed by the individual, faculty, school or cost centre which has acquired the software. This includes:
 - (i) Ensuring compliance with the licensing agreement
 - (ii) Maintenance and renewal of the licence agreement
 - (iii) Storing and retaining licence documentation
 - (iv) Storing and retaining the documentation and media
- (b) Individuals, faculties, schools or cost centres must consult with ITS prior to the purchase of any software to ensure the University can take full advantage of any existing licences, and volume or bulk licence pricing.
- (c) Individuals, faculties, schools or cost centres must inform ITS of Software License purchases and pertinent information so that they may be included in the ITS Software License inventory.

5 Legislative Compliance

[Copyright Act 1994](#)

6 References

[Information Systems Statute](#)

[Student Conduct Statute](#)

[Conduct Policy](#)

7 Appendices

[Appendix A: Software License Registration Form.](#)

8 Approval Agency

Vice Chancellor

9 Approval Dates

This policy was originally approved on: 2 September 2008

This version was approved on: 2 September 2008

This version takes effect from: 2 September 2008

10 Policy Sponsor

Director, Information Technology Services

11 Contact Person

The following person may be approached on a routine basis in relation to this policy:

Procurement Manager
Information Technology Services
Ext: 5048