

DEPAUL UNIVERSITY



Software Licensing

Category: Operations

Responsible Department: Information Services

Responsible Officer: Vice President for Information Services

Effective Date: 4/19/2016

Policy Summary

This document explains DePaul University's software licensing policy.

Scope

This policy affects the following groups of the University:

- Entire University Community

This policy affects all members of the university community.

Policy

DePaul University forbids, under any circumstances, the unauthorized use of software or use of illegally obtained software. Using DePaul University equipment to make illegal copies of software is prohibited. University employees and students who violate this policy are subject to disciplinary action. Individuals who violate U.S. copyright law and software licensing agreements also may be subject to criminal or civil action by the owner of the copyright. It is the responsibility of the software license holder to ensure that software usage respects all license restrictions.

The current list of software DePaul licenses centrally for use can be found on the [IS website](#).

Procedures

If an individual or department purchases additional software to use or install on DePaul computer(s), those individuals or budget managers must have sufficient evidence (invoice, purchase order if applicable, sales receipt, etc.) to prove that the software is legally licensed. In the case of freeware or public domain software, individuals or departments must have documentation permitting the intended use of the software (e.g. developer e-mail or license agreement).

Individuals or departments must cease using any software when its license expires. If active and appropriate licensing documentation cannot be produced, it must be acquired or the software must be removed. For courseware Information Services has installed on lab/classroom computers, it is the responsibility of the original requester to inform Information Services of any license expiration and request it to be removed by submitting a request through the TSC.

Individuals with any other questions about software licensing, should contact Information Services at 312-362-8765.

Divisional Collaborations

None.

Contact Information

Technology Support Center
312-362-8765

Appendices

None.

History/Revisions

Origination Date: 03/01/2003
Last Amended Date: 04/19/2016
Next Review Date: N/A