SOFTWARE LICENSING POLICY

RELEASE CONTROL

Release Date	Version No:	Details
	V 0.2	Pre-release, the purpose of prerelease is to inform all stake holders about the issuance of this policy and also to give advance intimation to the assured departments to get prepared.
	V 1.0	First release

POLICY OWNER

Department:	Represented by:
Office of the Registrar	Dr. S. Ponnusamy

POLICY RATIFIED BY:

IT Policy and Process Reengineering Committee members.

POLICY ASSURED BY:

Department:	Represented by:	Applicable to
Directors / Deans / HODs	Individual Role Holders	All users using computing assets.

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1. OBJECTIVE

The Software resources at SRM Institute of Science and Technology (SRMIST) support the educational, instructional, research and administrative activities of the Institution. The purpose of this Policy is to underline the importance of compliance with software licensing provisions. SRMIST has both a legal and ethical responsibility to prevent unauthorised duplication and distribution and proper usage of each software based on the OEM end-user license agreement (EULA).

2. SCOPE

The scope of this policy on software licensing applies to the following:

- SRMIST Employees and Students
- Software on devices (e.g. Desktops, Laptops and Servers)
- Software on devices in either of the following categories:
  - o Devices which belong to the SRMIST
  - o Devices which are privately owned, but which are being used in SRMIST Network

2.1. YOUR RIGHTS AND RESPONSIBILITIES

a) SRMIST has a responsibility to ensure that all software used by members of the SRMIST community using hardware supplied by SRMIST is appropriately licensed.

b) Individual users have the responsibility to ensure that:

(i) The Software installed in his/her workstations which is allocated to them are licensed.

(ii) The Software should be named on the list of approved and supported software list maintained by the respective departments.

(iii) They comply with the conditions of use of the specific software license.

c) Each user must take responsibility (in conjunction with the authorised and installer) for their own particular use of software, in accordance with the license terms and End User License Agreement.

d) Respective Dean/Director is the authority with respect to monitoring and maintenance of software licensing and inventory in his / her faculty and the following documents need to be maintained.

- Maintaining a software inventory along with licensing details for faculty/department-wise usage.
- Directorate can take help from ITKM support staff to conduct a regular audit of software in use on devices across the faculty/department by sending an Audit request to ITKM Helpdesk.

e) It is the responsibility of all users of computer software to read and be aware of the terms and conditions of an acquired software product's license agreement and to abide by such agreement. It is the responsibility of professionals and skilled workers who provide information services and products, including instruction about the use of software resources, to refrain from copying and distributing software and related documentation, except as specifically authorised by licensed agreement, but also to inform clients that they are the responsible licensees of such proprietary products.

3. POLICY

- SRMIST has signed an agreement with OEMs such as Microsoft, MathWorks, etc. and facilitates its students to use their products beyond their curriculum requirements.
- It is the policy of SRMIST to respect and adhere to all computer software copyrights and to adhere to the terms of all software licenses to which SRMIST is a party.
- It is also the policy of SRMIST, through which it authorize Faculty / Directorate to manage all software assets and to ensure that they install and use only legal software on its hardware (including laptops) and servers across SRMIST. Unauthorized duplication of software may subject users and /or SRMIST to both civil and criminal penalties under the Central, State, Local, Cyber and applicable International legal Laws.
- SRMIST will not permit any employee to use the software in any manner inconsistent with its applicable license agreement, including giving or receiving software from contractors or other 3rd parties. It is the policy that Faculty / Directorate acquire and distribute software in accordance with Purchasing terms and conditions in any license agreement accompanying a particular software product.

- When permanently disposing of equipment containing storage media, all licensed software must be irretrievably deleted before the equipment is moved off-site or by utilising an approved 3rd party offsite service.
- The Institution is bound by its contractual and license agreements respecting certain third-party resources; you are expected to comply with all such agreements when using such resources. You can't violate the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulation as this will qualify as illegal downloading. Also installation or distribution of "pirated" or other software products that are not appropriately licensed for use is strictly prohibited & respective users will be held responsible for any violation.

3.1. SOFTWARE LICENSING

- The Directorate of ITKM may assist / advice facultees / departments to procure licensing software under a variety of licensing types and distribution & usage strategies in case expertise sought for. Faculty / Department heads may take help from Directorate of ITKM to evaluate the need of the software and to select appropriate licensing type such as "site licenses" or "floating" network licenses and to identify to be used for academic and commercial purpose.
- If the software termed as "open source" or "free" software, or any software that are downloaded, copied, or have been provided by a third party to departments or faculty, must bring to the notice of Directorate of ITKM to understand the license terms under which that software has been provided. Certain license terms have specific restrictions, and certain open source licenses are untenable for SRMIST to use.
- For software having a licensing agreement, those installing it or authorising the installation of the software should be familiar with the terms of the agreement. All these licensing agreements should be maintained in the department that operates the system on which the software is installed. Faculty / Departments should maintain sufficient documentation (e.g., End User License Agreements, purchase receipts, etc.) to validate if the software is appropriately licensed.
- When any department purchases software, the respective technical support groups should receive the software in order to complete registration and inventory requirements. Original media, license keys or codes must be

maintained by the faculty/directorate in order to be recorded in SRMIST's IT Software Asset Inventory and configuration management database.

3.2. ADHERENCE WITH CENTRAL, STATE, LOCAL, CYBER AND APPLICABLE INTERNATIONAL LAWS

As a member of the SRMIST community, you are expected to uphold local ordinances and central, state, cyber and applicable international laws. SRMIST's guidelines related to the use of technologies derived from this concern, including laws regarding license, copyright and the protection of intellectual property. As a user of SRMIST's computing and network resources, you must:

- Abide by all Indian Central, State, Local, Cyber Laws and applicable International Laws.
- Abide by all applicable copyright laws and licenses.
- SRM IST has entered into legal agreements or contracts for many of our software and network resources, which require each individual using them to comply with those agreements.

3.3. OTHER INAPPROPRIATE ACTIVITIES

Any member who believes that unlicensed software is installed on equipment that he or she uses is responsible for advising the Department Head of that circumstance. Each department head that has reason to believe that unlicensed software is installed on any equipment operated or managed by their department employees should either immediately purchase appropriate licenses, or remove the unlicensed software immediately.

Third-party copyrighted information or software that SRMIST does not have specific approval to store and /or use / Or distribute must not be stored or distributed on SRMIST systems or networks.

Faculty & Directorate will identify such software & inform ITKM Helpdesk to remove such information or software unless the involved users can provide proof of authorisation from the rightful owner(s).

3.4. ENFORCEMENT

Software which is installed in any device used by an individual user must be able to produce evidence of proper licensing upon any audit. Staff should not under any circumstances, install personally purchased software on SRM IST devices &/or install software procured/licensed by other organisations/universities during seminar/research programs/visits / temporary engagements with other organisations.

Non-compliance with software licensing provisions can bring about significant risk and liability for SRMIST. External software audits in the institution to identify non-compliance may cost SRMIST, which puts the institution at significant risk of legal action and substantial penalty & substantial damage to the brand name as a whole.

License compliance auditing to be performed by respective directorate & documented periodically to identify any unlicensed software. All these software should be removed immediately from SRMIST devices by the user/ faculty. Respective directorate may take help from ITKM Helpdesk for removal.

Violation of this policy may result in disciplinary action, which may include termination of staff, depending upon the circumstances of the violation(s) of software copyright.

Registrar SRMIST reserves the right to direct ITKM to inspect a faculty or staff member's computer system for violations of this policy. Periodic, random audits shall also be conducted as appropriate & as advised to ITKM. The full cooperation of all users is required during audits. Windows / Linux-based computers will be scanned using the Asset Management system as part of the audit process.

3.5. USER COMPLIANCE

SRMIST's Conditions to use of licensed software – failure to comply with these policy guidelines could constitute a disciplinary offence:

- The Registrar SRMIST reserves the right for access to be granted to computer audit staff without notice to enable them to check against an inventory of licensed software and hardware. Any unlicensed software or hardware or illicit copies of documentation will be removed by such audit staff and reported to the Registrar SRMIST, who may initiate disciplinary proceedings.

- All persons licensed to use software or who control access to any computing and/or network resources are obliged to take all reasonable care to prevent the illicit copying and use of software and documentation.

- No one shall introduce to computer systems any software or other material requiring a license for which a valid license is not in place.