Information Technology Services

The purpose of an Information Technology Standard is to specify requirements for compliance with Old Dominion University Information Technology policies, other University policies, as well as applicable laws and regulations. Standards may include business principles, best practices, technical standards, migration and implementation strategies, that direct the design, deployment and management of information technology.

Information Technology Standard: Site License Program Standard
Reference Number: 6.7.0
Date of Current Revision or Creation: February 4, 2012

A. PURPOSE

The purpose of this standard is to define the requirements for the software site license program managed by Information Technology Services.

B. DEFINITIONS

Home Use is the term for software sold under the Site License Program that has been approved by the vendor for use on personally-owned devices.

Information Security Officer (ISO) is responsible person for developing, reviewing, evaluating, and managing the University’s Information Security Program.

Information Technology Resources are defined as computers, telecommunication equipment, networks, automated data processing, databases, the Internet, printing, management information systems, and related information, equipment, goods, and services.

Site License allows an organization to make multiple copies of a software package to use on multiple computers.

Software License is the permission granted to use a software program under specific terms and conditions, usually obtained for a fee.

C. STANDARDS STATEMENT

At the University, software can be procured using a variety of methods and procedures. This policy outlines the requirements for the Site License Program administered by the Office of Information Technology Services.
Under the Site License Program, the University negotiates purchase agreements and volume discounts for software licenses from a variety of outside companies. Faculty, staff and students may purchase pre-approved products through the Site License program.

The Site License Program is administered by a Site License Manager through the Monarch Techstore. The Site License management responsibilities include distribution of software licenses in compliance with the purchase agreements; tracking the inventory of software assets; and maintaining standard policies and procedures related to the University’s software assets.

Software products purchased or provided at no cost via the Site License Program can only be installed on university-owned equipment, unless specifically permitted by the vendor for home use. A list of approved software is available online or from the Site License Manager. Terms vary from vendor to vendor.

Technical support is provided by the ITS Technical Support Center for products purchased through the Site License program. Technical support is limited to network connectivity issues, application loading and performance issues, printing, concerns with saving/retrieving files, memory problems and data conversion with MS Office Suite.

Users are responsible for understanding the copyright and licensing requirements of the software and maintaining compliance with the software license requirements.

D. PROCEDURES, GUIDELINES & OTHER RELATED INFORMATION

Federal and State Law
Policy 3500 - Use of Computing Resources
Policy 3509 – Software Decision Analysis Policy
IT Standard 09.1.0 Acceptable Use Standard
Monarch Techstore

E. HISTORY

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