

**CAROLINAS COLLEGE OF HEALTH SCIENCES  
POLICY AND PROCEDURE**

Section I - Administrative

**SUBJECT:** SOFTWARE OWNERSHIP AND LICENSING COMPLIANCE

**REVIEWER(S):** *Provost*

**Related Policy to Consult:**

CHS Policies: [ADM 240.07 Ownership and Commercialization of Intellectual Property](#)  
[IS.PHI 600.01 Communications Environment Acceptable Use Policy](#)

**I. POLICY:**

The College and its employees will comply with the provisions of the US Copyright Act that prohibits the unlawful copying of computer software.

**II. PROCEDURE:**

- A. Any software purchased by the college will remain the property thereof. No copies of this software will be removed from the college for any employee's personal use given or sold to a third party.
- B. Only the official licensed copies of software and documentation will be loaded on college computers.
- C. Copies of licensed software will not exceed the maximum allowed by the licensing agreement except for the purpose of backing up the original software, as allowed by the licensing agreement.
- D. Employees using a local area network will use the software in accordance with its licensing agreement.
- E. Installation of two or more versions of one software package on a personal computer and/or giving the old version to someone else is prohibited.
- F. Old software versions should be kept only when needed for installation of a new version. In such instances, the new and old versions, and their documentation, should be maintained together.
- G. The College or CHS Information Systems will maintain the purchase orders, original licensed software, manuals and copies of registration cards for all software purchased.
- H. All employees will be oriented to the CHS Communications Environment Acceptable Use Policy. The *manager*, institutional technology will ensure that employees know and understand that policy.
- I. The Software Ownership and Licensing Compliance policy and procedure will be reviewed bi-annually.

**III. APPROVAL**

Name: \_\_\_\_\_ Title: President Date: \_\_\_\_\_