

Software Licensing

Distribution of Software Licenses

The Mona Campus forbids unauthorised reproduction of software. The software may not be installed on users home computers unless the license agreement explicitly allows such usage. MITS must be consulted for confirmation of such usage

General Use Software

This refers to software which is not specific to faculty or department but is used generally by a number of persons across multiple functional areas. The Microsoft Products (Word, Excel, Microsoft Projects, Microsoft Publisher etc), for example, fall within this category.

On purchasing the licenses MITS receives an access key for the product. Each installation of the product requires the use of this access key. It is important that we manage the usage.

Copies of the software will be distributed to academic departments by way of the Faculty IT administrators and the lab managers ; and to the administrative departments by way of the (MITS) LAN administrators and the departments' IT representatives.

A list is compiled of the persons receiving the software and they are required to sign a document confirming the receipt and acknowledging responsibility.

Persons charged to install the software may install only on those computers specifically assigned to the software. Additionally the software may not be passed on to anyone else for installation unless that person has been approved to carryout the function. MITS maintains a list of approved persons.

A report is to be made to MITS of the number of licenses installed whenever the installations are done.

MITS will keep a track of the number of licenses issued to ensure that the Campus remains within the terms of our licensing agreements.

To the MITS staff with responsibility for Distributing Software

There must be an approved list of persons who are the appropriate distributors for the faculties and departments. These are likely to be Faculty IT Administrators, lab managers, and the technical support persons in the departments.

- There must be an approved list of the departments to receive the software. Where appropriate, the number of licenses allocated to each department must be indicated.
- Copies must be made of the software for distribution purposes. The original must not be given to the departments.

- MITS will inform the distributors that the software is available for collection
- The distributors must be instructed about their license responsibility and the number of installations allowed, where appropriate. On collecting the software the distributors must be handed a copy of the document on license distribution rules and must sign for receipt of the software.
- Where number of users is a condition of the software license contract (ie the license is not enterprise wide) the distributors must inform MITS of the number of installations made. MITS must follow up on this to ensure that the information is supplied.
- MITS must ensure , as far as possible, that the license agreement is not violated. To do this you must take note of the number of (reported) installations in relation to the number of licenses and advise management of over-use or imminent over-use.