

Software and Hardware Use Policy

The following policy addresses the purchase, support and use of computer software and hardware at The University of Akron Wayne College. This policy was adopted by the College in March of 1998.

I. SOFTWARE PURCHASES, SUPPORT, AND USE POLICIES

A. Personal Software Purchases, Support and Use Policy

1. All college employees are responsible for assuring compliance with software copyright laws. Software copyright laws adhere to the same basic laws governing printed material. Each individual employee is responsible for the budgeting and maintenance of those software applications not provided on a college-wide basis via a site license agreement or special purchase. Proof of the existence of valid licenses may be requested by Computing Services personnel before assisting with any computer software installations.
2. College personnel should check with Computing Services to determine which software items are covered under site licensing agreements or have been made available via special purchases. Examples of the types of software covered under site licensing agreements include the following:
 - a) Windows operating system
 - b) Microsoft Office
 - c) Virus protection software
3. If an office computer has software other than what appears on the list above, the individual using that software bears the burden of guaranteeing that such software has been legitimately purchased. Should Computing Services personnel become aware of unlicensed software installations, this information will be passed on to the Director of Computing Services, who will then take steps to assure copyright compliance.

Appendix B (continued)

4. Computing Services will readily provide support for all licensed software. Support shall include the installation and troubleshooting of problems resulting from such installations. Support will include making calls to the

software vendor's technical support department or web site. Computing Services will also assist in the installation of specialized applications either on one's personal workstation or on the network. However, support of specialized applications may take lower priority when it conflicts with support for the college's major applications. Individuals purchasing specialized software applications should be prepared to assume some of the burden related to supporting such software.

B. Computer Classroom Software Purchases, Support and Use Policy

1. Most classroom computing software will be purchased by Computing Services using funds created via course fees and technology fees.
2. Computer classroom instructors are expected to have a working knowledge of the software that they select for use in the classroom.
3. Departments requiring specialized software should consult with Computing Services before ordering these packages in order to guarantee compatibility with equipment as well as with the network operating system. All software purchased for use on the network must carry a statement indicating which network operating systems are compatible with that particular software package.