



GÖTEBORGS  
UNIVERSITET

# RULES FOR USE AND HANDLING OF SOFTWARE AND SOFTWARE LICENCES

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Decision-maker	Vice-Chancellor
Revised by	University Director
Responsible body	IT Department
Date of decision	18 December 2012 (revised 10 March 2015)
Period of validity	Until further notice
Summary	<p>These rules have been produced in accordance with guidelines contained in the document issued by the Swedish Agency for Public Management [Statskontoret] <i>Statliga myndigheters hantering av programvarulicenser 2007:11</i> [Management of Software Licences by Government Agencies, 2007:11] with a view to promoting the proper handling and use of software and software licences within the University. The rules have been developed by a separate working group within the University's Licensing Committee and also have the support of the IT Purchasing Committee and the IT Board.</p>

# RULES FOR USE AND HANDLING OF SOFTWARE AND SOFTWARE LICENCES

## Definitions

‘Software’ means programs/applications intended for computers and similar hardware.

‘Software licence’ means permission from a manufacturer/supplier to use its software in accordance with applicable agreements, terms and conditions.

See the decision guidance document *Administrative Procedures for Joint Licence Coordination* for a description of the roles ‘Local Licensing Manager’ and ‘Licence Coordinator’.

## Use of software and software licences

### Employees/members of staff

- It is the duty of each individual user to comply with copyright, special conditions for copyright holders, the conditions published on the University’s licence pages on its website and also the University’s internal policies and rules when using the University’s software and software licences.
- Software outside the University’s general range of software should only be installed in consultation with the Local Licensing Manager.
- Privately owned software and software licences as well as free software intended for private use may not be installed on the University’s computers in violation of the overall Licensing and IT Security Policy. Any doubts shall be discussed in consultation with the Local Licensing Manager.
- Employees and members of staff may only use the University’s software and software licences on private computers in the event that this is permitted in agreements with the supplier and for use in conjunction with work on behalf of the University.
- The University’s software and software licences may not be used for private or commercial use.
- Software and licence codes shall be managed in such a way that inappropriate use is prevented.
- All software provided by the University shall be uninstalled from private computers when an employment/assignment at the University is terminated.

## Students

- It is the duty of the University's students to comply with copyright, special conditions for copyright holders, the University's internal policies and rules and also the conditions published on the University's Student Software Server when using the University's software and software licences.
- The University's software and software licences may not be used for commercial use.
- Software and licence codes shall be managed in such a way that inappropriate use is prevented.
- All software provided by the University shall be uninstalled following completion of studies.

## Sanctions

### Copyright infringements

Software is deemed to be 'literary works' and is therefore covered by copyright. Any person who uses protected works without permission – such as use of software without a licence or use beyond that stipulated by the licence – is guilty of a copyright infringement, which may lead to a prison sentence of up to two years. Damages and forfeiture of any software licences may be added to such a sanction.

### Employees/members of staff

When an employee/member of staff handles software in violation of the University's licensing rules, the sanction for this may include labour law sanctions. Any breach of the rules by an employee may justify notice of termination and, in very serious cases, even dismissal.

## Students

When a student handles software in violation of the University's licensing rules, the sanction for this may involve the student being suspended from the University's IT resources. A breach of the rules may also result in a case for the Disciplinary Board.

### Infringements

An infringement of the University's licensing rules will be dealt with in accordance with Sub-clause 1.6 *Påföljder och åtgärder vid regelbrott* [Sanctions and measures in the case of breaches of rules] of *Regler för IT-säkerhet vid Göteborgs universitet* [IT Security Rules at the University of Gothenburg].

# Management of software and software licences

## Acquisition

- When software is acquired, existing agreements, terms and conditions must first be checked on the common licence pages on the website.
- The possibility of using open software shall always be considered.
- The software shall support open standards wherever possible.
- Individual software purchases shall be managed by the Local Licensing Manager at the department/unit.
- For other needs and purchases, possible coordination shall be investigated via the Licensing Committee and joint Licence Coordination Function.
- Purchases shall be made in accordance with internal framework agreements or government framework agreements if such exist. When concluding major agreements, 'blanket' site licences shall be taken out where administratively and financially advantageous.

## Installation

Only authorised persons may install software within the University. Software may not be installed without a valid licence for each installation.

## Uninstallation/removal

### ***Employees/members of staff***

All software that the University has provided to employees/members of staff shall be uninstalled from private computers when an employment/assignment at the University is terminated.

### ***Students***

All software provided by the University to students shall be uninstalled from private computers following completion of studies.

## Ambiguities

### ***Employees/members of staff***

The following services/functions shall be consulted in that order when ambiguities and irregularities arise in relation to software management and licences: licence pages on the website (*licenser.gu.se*), Local Licensing Manager, head of unit (head of department or corresponding), the Licence Coordinator.

### ***Students***

Students shall refer to the information published on the Student Software Server when issues relating to software usage arise.

## **Software inventories**

The GU Licence Client, which is part of the University's licence register and inventory system, shall be installed on all computer equipment owned by the University of Gothenburg with software installed where the licence belongs to one of the University's common licensing agreements. The licence inventory shall only record installations of software from those manufacturers with whom the University has university-wide agreements, and also records hardware equipment.

Computer equipment that has to be excluded from the compulsory installation of the GU Licence Client for some functional reason must be reported to the common Licence Coordination Function in accordance with set routines, and a manual inventory shall be drawn up and recorded by the Local Licensing Manager.