

Decision maker: Anders Nordin, CIO	Decision date: 2016-06-09
Type of document: Rules	Valid from: 2016-06-09
Valid until: Until further notice	To be updated before:
Cancelled documents:	

*This document is a translation of the Swedish original. In the event of any discrepancy between the translated document and the Swedish original, the original shall prevail.*

## **Rules for the use and management of software and software licenses at LTU**

## Table of Contents

<b>1.</b>	<b>INTRODUCTION</b> .....	<b>3</b>
<b>2.</b>	<b>PURPOSE</b> .....	<b>3</b>
<b>3.</b>	<b>DEFINITIONS</b> .....	<b>3</b>
<b>4.</b>	<b>GENERAL</b> .....	<b>3</b>
<b>5.</b>	<b>ACQUISITION OF SOFTWARE</b> .....	<b>4</b>
<b>6.</b>	<b>INSTALLATION OF SOFTWARE</b> .....	<b>4</b>
<b>7.</b>	<b>USE OF SOFTWARE AND SOFTWARE LICENSES AT LTU</b> .....	<b>4</b>
7.1	EMPLOYEE.....	4
7.2	STUDENTS .....	5
<b>8.</b>	<b>COMPLIANCE WITH AGREEMENTS AND FOLLOW-UP OF INSTALLED SOFTWARE</b> .....	<b>5</b>
<b>9.</b>	<b>UNINSTALLATION/REMOVAL OF SOFTWARE FROM PERSONAL COMPUTERS</b> .....	<b>5</b>
9.1	EMPLOYEE/STAFF .....	5
9.2	STUDENTS .....	5
<b>10.</b>	<b>CONSEQUENCES</b> .....	<b>6</b>
10.1	VIOLATION EMPLOYEE/STAFF.....	6
10.2	VIOLATION STUDENT .....	6
<b>11.</b>	<b>REFERENCES</b> .....	<b>6</b>

## 1. Introduction

The rules have been developed in accordance with the guidelines from the Swedish Agency for Public Management in the document "Management of Software Licenses by Government Authorities 2007:11," with the aim of promoting proper management and use of software and software licenses within Luleå University of Technology (LTU).

IT Services is the unit designated at LTU to manage and administer LTU's general/central software offerings and agreements. IT Services is responsible for:

- Monitoring agreements and license usage and proposing actions in cases of over- or under-licensing.
- Providing information regarding software offerings and license management.
- Advising on new software purchases and assisting in the interpretation of license terms/software conditions and agreements.
- Registering software and ensuring compliance with associated legal documents regarding license agreements.

## 2. Purpose

The rules aim to ensure the acquisition and management of software licenses at LTU, which seeks to reliably substantiate its license holdings for purchased software and licenses, as well as to maintain ongoing control of installed software.

## 3. Definitions

Software refers to executable programs/applications for computers, mobile phones, and similar hardware.

A software license refers to permission from the manufacturer/supplier to use their software in accordance with applicable agreements and terms.

## 4. General

It is the responsibility of every employee and student to familiarize themselves with these rules and to follow them in connection with work and studies at Luleå University of Technology (LTU).

For software installed on computer equipment at LTU, license ownership must be substantiated and provided to IT Services upon request. In case of uncertainties regarding these rules or questions about licenses, please contact IT Services.

## 5. Acquisition of Software

- At LTU, all purchases must be made in accordance with internal or government framework agreements, if such agreements exist. This means that when acquiring requested software, existing agreements and terms must be checked. IT Services or the IT coordinator should explore the possibility of coordination to ensure that the purchase can be utilized in a cost-effective manner for LTU.
- When signing larger agreements, comprehensive site licenses should be obtained where it is administratively and economically advantageous.
- Acquisition/download of free software on LTU-owned computers intended for work-related use is permitted. However, the supplier's license terms must always be followed; in case of uncertainties, contact IT Services.

## 6. Installation of Software

- Privately owned software and software licenses for personal use must not be installed on the university's computers.
- Software installation may not be performed without a valid license for each installation.

## 7. Use of Software and Software Licenses at LTU

### 7.1 Employee

- Each individual user is responsible for adhering to the terms of the license agreements in their own use of software acquired by the university along with the associated software licenses.
- Employees may only use software and software licenses on personal computers if the agreement with the supplier permits this and the use is in connection with work on behalf of the university.
- Software purchased for the university is of the academic license type, which means that the software may only be used for educational or research purposes without profit motive.
- Software and license codes must be handled in such a way as to prevent improper distribution and use.

## 7.2 Students

- It is the responsibility of the university's students to adhere to the supplier's agreements and terms, as well as the university's internal policies and rules, in their own use of software and software licenses.
- Students may only use software and software licenses on personal computers if the agreement with the supplier permits this and the use is in connection with studies or work on behalf of the university.
- Software purchased for the university is of the academic license type, which means that the software may only be used for educational or research purposes without profit motive.
- Software and license codes must be handled in such a way as to prevent improper use.

## 8. Compliance with Agreements and Follow-Up of Installed Software

- Annual follow-up will be conducted for the major central software agreements. This includes checking that the software continues to be used and that the number of licenses is in line with usage.
- Ongoing monitoring of license usage will be conducted for installed software on all LTU-owned computers.

## 9. Uninstallation/Removal of Software from Personal Computers

### 9.1 Employee/Staff

For employees/staff, upon completion of their assignment/employment at the university, all software provided by the university must be uninstalled from personal computers.

### 9.2 Students

For students, after completing their studies, all software provided by the university must be uninstalled from personal computers.

## 10. Consequences

### 10.1 Violation Employee/Staff

If an employee/staff member manages software in violation of the university's license rules and the supplier's agreements, this may result in labor law consequences.

### 10.2 Violation Student

If a student manages software in violation of the university's license rules, the consequence may be that the student is suspended from the university's IT resources. Violations may also be referred to the disciplinary board.

## 11. References

Management of Software Licenses by Government Authorities - Swedish Agency for Public Management

<https://www.statskontoret.se/publicerat/publikationer/publikationer-2007/statliga-myndigheters-hantering-av-programvarulicenser> (The document is only available in Swedish).