

Software Policy

Purpose

Documented policies and procedures serve as a guideline for users (staff and students), without which the Institution is likely to be at greater risk of the consequences of unacceptable behaviour. Further, if users are unaware of the policies and procedures governing the use of the Institution's IT systems they cannot be held accountable should violations be committed.

Clearly stated policies and procedures are therefore necessary for the following reasons:

- a. for the proper regulation of the Campus' IT facilities and systems
- b. as behavioural guidelines to users
- c. to allow properly authorised investigation in relation to alleged breaches to statutes and regulations
- d. to meet legal and audit requirements

Software Policies

1. **General Statement of Policy.** The University of the West Indies, Mona Campus (UWIMona) respects all computer software copyrights and is committed to adhering to the terms of all software licenses to which UWIMona is a party. UWIMona will take all steps within its ability to prohibit users of the Campus IT services violating licensed agreements.
2. **User Education.** UWIMona will provide a software education program in the form of documented rules and guidelines (printed or electronic) accessible to all users.
3. **Acquisition of Software.** All software required by UWIMona for official campus use must be purchased through or with the knowledge of MITS Administrative Computing. This is to ensure that UWIMona has a complete record of all software that has been purchased for UWIMona computers and that provision for registration, support, upgrade and possibly training can be arranged. This includes software that may be downloaded and/or purchased from the Internet.
4. **Registration of Software.** When UWIMona receives software, Administrative Computing will ensure that registration is completed in those cases where this is required. It is advisable that this is done prior to installation. In the event the software is shrink-wrapped, the Administrative Computing will be responsible for completing the registration card and returning it to the software publisher. Software must be registered in the name of The University of the West Indies Mona Campus. The contact must be the Manager of MITS Administrative Computing for centrally funded and fund aided software, HOD or Lab Manager otherwise. Administrative Computing will maintain a register of all UWIMona's software. This register will contain: a) the title and publisher of the software; b)

the date and source of software acquisition; c) the location of each installation as well as the number of and place of installation; d) the existence and location of back-up copies; and e) the software product's serial number and access key.

5. Installation of Software. After the registration requirements above have been met, the software may be installed by the Faculty IT Administrators or an appropriate IT support person. The original media will be kept in a safe storage area maintained by the A.C. User manuals, if provided, will either reside with the user or reside with the A.C. depending on the generality or specificity of use of the software.
6. Personal Use . UWIMona's computers are the University's assets and must be protected against the unlawful use of software and from attack by software viruses. Students may not install their personal software on computers owned by the Campus, whereas members of staff must obtain permission from their Heads of the Departments. Such usage however may not violate the licensing condition of the specific software. If the software is being used on the network, permission must be had from MITS.
Equally, the University's software may not be installed on users home computers unless the license agreement explicitly allows such usage. Users requiring this facility should consult Administrative Computing for verification of such permission and for an appropriate copy of the software.
7. Shareware. Shareware software is copyrighted software that is distributed via the Internet. It is the policy of UWIMona to pay shareware authors the fee they specify for use of their products. Under this policy, acquisition and registration of shareware products will be handled the same way as for commercial software products.
8. Audits. Regular audits, formal and informal, of IT facilities will be conducted and the results reported. The purpose is to monitor legitimacy of usage and to detect problems such as virus infection. The information will inform future MITS plans. For enterprise applications this is to be monitored by the administrator of the application.
9. Downloading Software from the Internet. Users are not encouraged to download large software application or other large files (in excess of 2.5Mbytes) from the internet during the peak working hours of the Campus ie Mondays to Fridays 8:00am to 8: 00. The Campus is encouraged to request this service from MITS through the HelpDesk with a 24-hour expected delivery time.
10. The following downloads are not permitted:
 1. Music, unless this forms a part of the teaching programme
 2. Movies, unless this forms a part of the teaching programme
 3. Music Videos, unless this forms a part of the teaching programme
 4. Large files, pictures, graphics for personal use

