

SUBJECT: COMPUTER SOFTWARE MANAGEMENT

PURPOSE: To provide software support guidelines within Louisiana State University at Alexandria

GENERAL POLICY

REPRODUCTION

Louisiana State University at Alexandria licenses the use of computer software from a variety of outside companies. Unless authorized by the software developer, the employees of LSUA do not have the right to reproduce the software or its related documentation.

USE RESTRICTIONS

In using software on stand alone computers, local area networks or on multiple computers, LSUA employees shall use the software only in accordance with the software license agreement.

RESPONSIBILITY

It is the responsibility of the individual who normally uses a specific computer to document via license agreements or proof of purchase that the software loaded on that computer is licensed. Where many users share time at the same computer, it is the responsibility of their supervisor. For multi-user computing environments such as labs, the department chair, director, or other designated individual in charge of the lab must document licenses and make every effort to ensure compliance.

DISCLOSING INFORMATION

It is a violation of LSUA's policy to make, acquire, or use unauthorized copies of computer software. The responsible party will be disciplined as appropriate under the circumstances.

CIVIL AND CRIMINAL LIABILITY

According to the U.S. Copyright Law, illegal reproduction of software can be subject to civil damages of as much as \$100,000 and criminal penalties, including fines and imprisonment.