

# IT Software Policy

<b>Document Control Information</b>	
Version control	[1.0]
Owned by:	[ Director of IT Services ]
Latest amendment on:	[10/04/2022]
Approved by:	[ Senior Leadership Team]
Approved on:	[ 14 June 2022 ]
Coming into effect on:	[ 14 June 2022 ]
Review date:	[ June 2023 ]

## Table of contents

Table of contents.....	2
Introduction .....	2
1. Purpose.....	2
2. Scope.....	2
Definitions .....	2
Policy.....	2
Procedure.....	4

## Introduction

### 1. Purpose

This document sets out the University’s policy on software management and acquisition and documents high-level requirements for the software it uses.

### 2. Scope

This policy covers all software purchased, leased, managed and used by all University employees and students regardless of where it is in operation. It may also cover software the University doesn’t own or lease, but which contains or controls access to University data.

## Definitions

In this policy, the term ‘software’ includes software applications used on Laptop or desktop computers and mobile devices such as tablets and smartphones. It also includes software applications or services purchased, accessed and used over the internet, zero purchase price (free) products and software supplied with hardware.

## Policy

All software used by the University must be recorded by Information and Technology Services (ITS) for Software Asset Management purposes. This will ensure that all software purchased and used by the University supports the following principles:

- 1) The University is managing its software environment effectively to deliver its strategic and operational objectives.
- 2) The University has a legal right and license to use all the software it has in operation.
- 3) The University's software suppliers are contractually obliged to maintain and patch any security issues with software the University has in operation.
- 4) The University is not over or under-provisioning software and ensures value for money by utilising fully the software it already owns and avoids duplication.
- 5) All software owned or leased by the University is lifecycle managed to ensure the University's software environment continues to be fit for purpose and benefits from new software releases and development in a timely manner.
- 6) All software owned or leased by the University is compatible with the University's software and operating environment and the IT equipment it runs on or is accessed from.
- 7) All software and licenses purchased by the University shall be deemed to be University property and subject to the University's Financial Regulations.
- 8) All software created by the University's employees as part of their contract of employment shall be deemed to be University property.
- 9) The University will deploy new software applications, features and developments as rapidly as possible to ensure University staff and students benefit from new capabilities quickly.
- 10) The University will deploy software applications it owns or is licensed to use in an environment that the University can manage access to software and its data either through its own or a supplier's infrastructure, so that use of software applications is logged for management and security purposes.
- 11) Access to University-owned or licensed software and applications will be permitted or restricted according to the terms and conditions of use of the software and the data it will be used to access according to the University's Data Access Policy.
- 12) Access to University-owned or licensed software and applications shall be restricted to University-managed devices and infrastructure according to the University's Data Access and Security Policies.
- 13) Where access to University-owned or licensed software and applications is permitted for personally managed devices and infrastructure, employees or

students are responsible for following the University's Data Access and Security Policies, and managing personally owned devices and access to University Data accordingly.

## **Procedure**

1. All software will be managed using a lifecycle management procedure:
  - a. Requirement's assessment
  - b. Product review and selection
  - c. Approval and Acquisition
  - d. Deployment and Training
  - e. Maintenance and Support
  - f. End of life and Decommissioning
2. All software requests, reviews, selection and acquisitions will be managed by ITS with staff and students regardless of the purchasing department to ensure that the software management policy is followed.
3. All software in the Software Asset Management system will be reviewed by ITS with vendors, suppliers and primary users on a regular basis. This is to ensure it remains compliant with the principles of the Software policy above.

Frequency of reviews may be dictated by the contractual terms and conditions of use or on an annual basis whichever is precedent considering that renewal and caseation notice periods for software licenses and applications will differ.