

SOFTWARE USE POLICY

College of Business

It is prohibited to install or use software on computer hardware for which it is not approved by Louisiana Tech University and the College of Business. [University Policy 2304](#) defines Louisiana Tech's official position on acquisition, installation, and use of licensed software on all Louisiana Tech owned or supported IT assets. It is the policy of Louisiana Tech to respect all computer software copyrights and to adhere to the terms of all software licenses. US copyright laws require Louisiana Tech to not permit the use of software in any manner inconsistent with the applicable license agreement, including giving or receiving software to/from others. Unauthorized duplication of software may subject users and/or Louisiana Tech to both civil and criminal penalties under the United States Copyright Act.

This policy applies to anyone using Louisiana Tech owned computers including employees, staff, adjunct faculty, visiting faculty, graduate assistants, and doctoral students.

Only software approved by the College of Business and/or Louisiana Tech may be installed on any resources owned or supported by Louisiana Tech. All software license acquisitions must be documented with the documentation filed in the applicable department office and in the Dean's office. *Acceptable documentation is a copy of a purchase order, a dated sales receipt, and/or a credit card statement showing the name of the software.* The retention schedule for the documentation is the life of the software plus one year. Once the software is permanently removed from a computer and not loaded onto another computer, permission to shred the documentation may be requested.

The College Information Technology Coordinator or University Computing Center will conduct a periodic audit of all College computers and servers, including portables, to ensure that the College is in compliance with all software licenses. Random audits may be conducted as well. Audits may be conducted using an auditing software product. The full cooperation of the user is required during an audit.

Should a violation of this Software Use Policy occur, the individual who committed the violation may be held personally liable for any civil penalties and is subject to College and/or University disciplinary action.