

# University of Florida

## Department of Chemistry

### Software Usage & Compliance Guidelines

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#### University Policy and Guidelines

Users of university computing resources must comply with federal and state laws, university rules and policies, and the terms of applicable contracts including software licenses while using university computing resources. The scope of those rules is outlined in the University's [Acceptable Use Policy](#)<sup>1</sup> and the [Software Copyright Policy](#)<sup>2</sup>.

In summary, those policies state:

The principles for using and managing software derive from U.S. copyright law, the Florida Computer Crimes Act, and legal agreements in the form of licenses and purchase agreements. That foundation makes the basic policy governing software clear:

***All faculty, staff, and students of the University of Florida are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate.***

#### The Law

Software is automatically protected by federal copyright law from the moment of its creation. The rights granted to the owner of a copyright are clearly stated in the [Copyright Act](#)<sup>3</sup>, which is found at **Title 17 of the US Code**. The Act gives the owner of the copyright "the exclusive rights" to "reproduce the copy righted work" and "to distribute copies ... of the copyrighted work" (**Section 106**). It also states that "anyone who violates any of the exclusive rights of the copyright owner ... is an infringer of the copyright" (**Section 501**), and sets forth several penalties for such conduct. Persons who purchase a copy of software have no right to make additional copies without the permission of the copyright owner, except for the rights to (i) copy the software onto a single computer and to (ii) make "another copy for archival purposes only," which are specifically provided in the **Copyright Act (Section 117)**.

#### Your Individual Responsibility

As a University of Florida employee or student, you are individually responsible for reading, understanding, and adhering to the University's [Acceptable Use Policy](#)<sup>1</sup>, [Software Copyright Policy](#)<sup>2</sup>, and all licenses, notices, and agreements in connection with software, which you acquire, copy, transmit, or use. Any individual who violates these policies is subject to any combination of the following:

- Immediate system "lock-down" to prevent installation of future software;
  - Suspension or revocation of computer accounts; and
  - Disciplinary action as detailed by the relevant policies and rules for faculty, staff, and students.
- These actions may include suspension, expulsion or termination of employment.

You should make sure that the legality of each software package on any workstation assigned to you, and to the workstations of employees who report to you, or whose workstations you manage, is properly documented. A *Software Licensing Log* sheet can be obtained from the department's [IT Shop](#) for your use in documenting the software installed on your workstation.

Any user who suspects that there may be a misuse of software within the Department, should immediately notify their supervisor. The supervisor shall consult with the Department's IT Shop Manager and take appropriate action.

## Use of Software

Anyone who purchases a software product has the right to install it onto a single computer and to make another copy "for archival purposes only." It is illegal to install that software onto more than one computer or to make copies of that software for any other purpose unless specific permission has been obtained from the copyright owner.

Software purchased by the University of Florida or residing on University owned computing devices is to be used only within the terms of the license agreement for that software title. Failure to adhere to the terms of the software licensing agreement is a violation of copyright law and contrary to the University's **Software Copyright Policy**<sup>2</sup>.

All users acknowledge that software and its documentation are not owned by the University or an individual, but licensed from the software publisher. Software licensed by the University should never be registered in the name of an individual.

## Acquisition, Installation, and Distribution

Our Department's computers are an important asset and risks to these assets should be minimized. To ensure that all software used in the department is both legal and virus-free, software should be purchased and installed through the established software procurement process only. Employees and students are discouraged from bringing software from home and loading it on University owned computers. Doing so introduces unnecessary liability and potential risk of virus infection.

All users are prohibited from giving University acquired software to anyone who does not have a valid software license for that software title. This includes persons within and outside the University community. This prohibition includes clients, customers, colleagues, fellow employees and fellow students.

**Note:** Some of this information has been excerpted from, and further computer software copyright information is available from, the **University of Florida Software Copyright Policy**<sup>2</sup>.

## References

- 1 - UF's Acceptable Use Policy  
<http://www.it.ufl.edu/policies/aupolicy.html>
- 2 - UF's Software Copyright Policy  
<http://www.it.ufl.edu/resources/copyright/>
- 3 - Copyright Law of the United States, Title 17  
<http://www.copyright.gov/title17>