



## OIT 62.1003: Software License Management

**Responsible Executive:** Information Security Officer  
**Responsible Office:** Office of Information Technology  
**Related Policy:**  
**Approved-On Date:** 2/28/2011  
**Effective Date:** 7/1/2011  
**Revision Date:** 2/1/2011

### I. Policy Statement

Software License Management addresses the steps necessary to manage software licenses and protect against software violations.

### II. Purpose

The Software License Management policy identifies the steps necessary to protect against use of computer software in violation of applicable laws.

### III. Scope

This policy applies to all Commonwealth of Virginia (COV) systems and to the University IT network infrastructure.

### IV. Requirements

The University shall or shall require that its service provider document and implement software license management practices that address the following components, at a minimum:

1. Require the use of only University approved software and service provider approved systems management software on IT systems
2. Assess periodically whether all software is used in accordance with license agreements

### V. Violations

Violations of this policy will be addressed in accordance relevant University and Commonwealth of Virginia policies, including University Policy 60.201 and Department of Human Resources Management Policy 1.75. The appropriate level of disciplinary action will be determined on an individual case basis by the appropriate Vice President or designee, with sanctions up to or including termination or expulsion depending upon the severity of the offense.

## **VI. Interpretation**

The Information Security Officer is responsible for official interpretation of this policy. Questions regarding the application of this policy should be directed to the Office of Information Technology. The Information Security Officer reserves the right to revise or eliminate this policy.