POLICY PURPOSE
The purpose of the Plant Operations Software Usage and Compliance Policy is to ensure that Plant Operations employees are aware of the appropriate procedures surrounding safe and legal use of university-owned software. Furthermore, this policy is intended to discourage inadvertent (or deliberate) violations of the terms of the university’s software license agreements and applicable laws when installing and/or using software on computers owned by Plant Operations. This policy applies specifically to multiuser university owned computers (desktops, laptops, etc.). At present, this policy does not apply to iPads, other tablets, Smartphones, and personally owned devices.

BACKGROUND
Plant IT purchases and licenses software from a variety of sources. Any duplication of software except as permitted by related license agreements is a violation of Copyright Law of the United States of America and is therefore prohibited. Installing unauthorized software on a computer system, workstation, or network server within Plant Operations can lead to potential system failures, system degradation, or viruses. Unauthorized installations also place Plant Operations and its employees at risk for civil and criminal action, which can result in punitive measures imposed on all involved parties.

Plant Operations employees who use university owned computer systems for work-related purposes or computers provided by other University entities for the purpose of fulfilling Plant Operations activities must therefore agree to the following conditions for the use of software:

- Use only software that has been authorized for use on Plant Operations computers.
- To obtain proper documentation for all work-related software purchases.
- To abide by the terms of all license agreements as they pertain to the use of software on Plant Operations issued computers.
- Not to reproduce or duplicate software, in any way, except as provided by the license agreement between the University of Michigan and the software manufacturer.

SOFTWARE USAGE POLICY
1. **Base applications** – Plant IT uses the “base applications” software package that is installed on all plant computers. Any applications not found on this list would be considered above and beyond the base install and would be purchased separately.
2. **Software purchases** - Only software authorized by Plant Operations may be installed, or used on Plant Operations issued computers. Personal software, or software that an employee has acquired for non-business purposes, may not be installed on Plant Operations issued computers. The only software permitted for installation on Plant Operations computers is approved software for which Plant Operations has been granted a license.

- Equipment Order form must be submitted from the Plant Portal [http://portal.bf.umich.edu/Forms/IT/equipment_order.aspx](http://portal.bf.umich.edu/Forms/IT/equipment_order.aspx)
- Approval must be obtained from the Department Manager and must be in writing.
- Licenses must be registered in the name of Plant Operations and not in the name of an individual end-user.
- The University of Michigan has software licensing contracts with specific vendors located on the U-M software-licensing site: [http://www.itcs.umich.edu/sw-info/](http://www.itcs.umich.edu/sw-info/) and Marketsite vendors [http://www.finance.umich.edu/procurement/howtobuy/universitycontracts](http://www.finance.umich.edu/procurement/howtobuy/universitycontracts), which allows for a large discounted volume cost to faculty and staff.

3. **Site licenses** – ITS Software Licensing and Distribution (SWLD) administers the U-M Autodesk license agreement, which was formerly administered by CAEN. Plant Operations can now use this site license, which allows for a much lower cost of ownership and reduces the management of the licenses. Each department that chooses to use the site license will be charged a flat rate from ITS by short code. Any user that requires the need for AutoCAD (any version) installed on their Plant Computer can contact Plant IT to have the application installed.

4. **Duplication of Licenses** - Software shall not be duplicated, reproduced, or installed on more than one computer without prior written authorization by Plant IT.

* Most software is licensed for use on one computer at a time and all software is stored at the Plant IT location.
** Software licensed to Plant Operations cannot be run on home and work computers simultaneously.

5. **Retirement or Transfer of Licenses**
The following rules apply when a license or licenses are replaced by newer versions or are being transferred from one user to another:

- Licensed software **may not** be uninstalled from one user's computer and re-installed on another user's computer without permission by phone at 764-4357 (4-HELP) or by email to “4help@umich.edu.”
- All software and documentation for releases or versions that have been replaced by newer versions are to be returned within 5 business days to Plant IT.
- All software and documentation for those products no longer required should be returned to Plant IT and the software must be uninstalled from the computer within 5 business days.
* In most cases, software licenses are *not* transferable without prior authorization from the vendor. This is especially important as it relates to the disposition of previous releases and the disposition of software licenses that have been upgraded. For example, it is almost always a violation of the license agreement to give anyone an older version of Microsoft Windows after receiving a Microsoft Windows upgrade. Even if a new license (not an upgrade) has been obtained, it may still be a violation of the license agreement to give the old copy to another person. Under some conditions, Plant Operations may have rights to transfer software from one user to another. Plant IT will review license agreements and limitations for each software product, and if appropriate, authorize acceptable transfers of licenses.

**Exception to Policy**
This policy does not apply to software that controls industrial and/or environmental processes.

**MONITORING**
To ensure adherence to the software usage policy and related federal laws and statutes, Plant Operations reserves the right to monitor software installations and usage on all computers owned by Plant Operations.

**FAILURE TO COMPLY**
Exceptions to this policy may only occur with written pre approval by the Plant IT manager, or higher authority. Otherwise, compliance with this policy is mandatory.