

 <p>Category: Information Technology</p> <p>Applicable for: Technology Services</p>	<p><i>Procedure/Guideline Title:</i> License Management</p> <p>Effective Date: 11.16.2016</p> <p>Prior Effective Date:</p> <p>Enabling Act: Technology Steering Committee Approval</p>	<p><i>Number:</i> 034.TS.202</p> <p>Owner: Technology Steering Committee</p> <p>Responsible Office(s): Technology Services</p>
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Background

As an institution of higher learning, UC Clermont both uses information technology and supplies it to the members of the university community. This procedure has been developed to create a framework that ensures an effective technology infrastructure for all faculty, staff, students and visitors at the college. The primary directive of technology at UC Clermont is to support, promote and enhance the learning process.

As per the University of Cincinnati's policy on Information Technology, all operating units that use information technology shall be responsible for:

- Developing and implementing, when appropriate, additional IT policies, guidelines or procedures specific to their academic or administrative units.

Procedure

The specifics of this procedure address processes relevant to the legal management of software products installed and used on all UC Clermont systems. Technology Services will use the Kace K1000 server to maintain license details for software products installed and used on all UC Clermont systems

The Kace K1000 server will contain;

- Original copies of licenses for products being actively used for instruction, administrative or research purposes. This will include information pertaining to who uses the software and on what machines it shall be installed.
- Previous year's software products that were used for instruction, administrative or research purposes.

For disaster recovery purposes a backup copy of all license information will be stored on the Technology Services SharePoint page. This will be a detailed report generated by the Kace K1000 server.

Legal use of local, server and cloud based products will be managed and controlled using industry standard license management software.

Technology Services cannot be responsible for the unauthorized use of software products brought in without their knowledge by system end users. However, monthly system scans performed by Technology Services will identify and log unauthorized software on University owned systems. If unauthorized software has been installed on a University owned system it is the responsibility of Technology Services to follow the steps outlined in the UC Clermont Software Use Policy and/or the University's Information Technology Management Policy to ensure compliance with vendor licensing.

Use of Information Technology

http://www.uc.edu/content/dam/uc/infosec/docs/policies/Use_of_Information_Technology_Policy.pdf

Contacts

Technology Services 513.732.5216

History