5.5.10 Software Policy

Chapter 5 - Information Technology	Original Effective Date: June 2000
Section: 5.5 Information Technology Service Management	Date Last Reviewed: May 2023
Responsible Entity: Vice President and Chief Information Officer	Date Last Revised: July 2019

I. Purpose

To establish the standard for utilizing software on UT Health San Antonio computers.

II. Scope

This policy applies to all current and former faculty, staff, students, residents, healthcare providers, researchers, contractors, or any other third-party entities who have direct or indirect access to computers held or maintained by UT Health San Antonio or any controlled affiliate, including, but not limited to its clinics, hospitals, and research operations.

III. Policy

Only licensed copies of computer software may be used on UT Health San Antonio (UTHSA) computers. Chairs and directors are expected to enforce authorized use of software in their department. Specifically, they are to:

1. Review software running on all departmental computers to ensure that no unlicensed or illegal software is running on this equipment. If such software is found, chairs and directors must initiate steps to remove that software immediately and/or purchase copies to bring the department into compliance with licensing requirements.

2. Ensure that appropriate records, back-up copies, and licenses of software running on departmental computers and/or purchased by the department from UTHSA accounts, regardless of source of funds, are maintained in central departmental locations.

3. Work with all faculty, staff, and students in the department to ensure that they are informed of the legal requirements, The University of Texas System (UT System) policies, and institutional policies regarding software licenses, and are aware of departmental policies regarding software. Repeat incidences of software piracy should be dealt with using discipline procedures up to and including termination.

Software piracy is a very serious issue. Those who fail to follow UT System and UTHSA policies may be indemnified by UT System if charged with copyright infringement.

Questions concerning software licensing and UTHSA contracted software licensing should be addressed to the Service Desk, 567-7777

IV. Definitions

There are no defined terms used in this Policy.

V. Related References

There are no related documents associated with this policy.

VI. Review and Approval History

A. The approving authority of this policy is the University Executive Committee.

B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

Effective Date	Action Taken	Approved By	Date Approved
06/2000	Policy Origination		
07/2019	Policy Revision		
05/2023	Policy Review		