

<b>Policy #:</b>	<b>Title:</b>	The University of Findlay	<b>Effective Date:</b>
GEN-006	Computer Software Usage		06/01/2008

---

**Policy Description**— The University of Findlay owns specific software and also licenses the use of computer software from a variety of outside companies. The University of Findlay does not own this software or its related documentation and, unless authorized by the software developer, does not have the right to reproduce it.

With regard to the use on local area networks or on multiple machines, The University of Findlay employees and students shall use the software only in accordance with respective license agreements.

According to U.S. Copyright Law, illegal reproduction of software can be subject to civil damages and criminal penalties, including fines and imprisonment. The University of Findlay does not authorize or condone the illegal duplication of software.

---

**Definitions**—

---

**Rationale for Policy**— This policy is needed so that all faculty, staff, and students abide by the licensing guidelines for the various software licensed by The University of Findlay.

---

**Responsible Department/Person**—Information Technology Services/ VP of Information Technology Services

---

**Reference/Related Information**—Software agreements and guidelines.

---

**Who should be notified about this policy**—Faculty, Staff and Students

---

**Issue Date:** 06/01/2008

**Review Date:** 8/30/2021

---

**Modification History**— 8/30/2021