

**Policy Title:**       **Software Asset**

**Policy Owner:**       Chief Information Officer

**Keywords:**           Software Asset Management  
Software License Compliance  
License Entitlement

**Policy Code:**       **PL267 [it048]**

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**1. INTENT**

The purpose of the ECU Software Asset Policy is to manage all Software Assets for maximum benefit to the University and ensuring the University is in compliance with Licence Agreements.

**2. ORGANISATIONAL SCOPE**

All ECU Students, Staff, Council Members, Contractors and Visitors

**3. DEFINITIONS**

TERM	DEFINITION
<b>Software Assets</b>	Includes all software, Subscriptions and Apps deployed on University owned devices.
<b>Software Asset Management (SAM)</b>	The practice of keeping an up-to-date inventory of all Software Licenses and Subscriptions in the University's environment, including those deployed on all servers, workstations and mobile devices owned by the University.
<b>Software Asset License Compliance</b>	Ensure the University is meeting obligations in regard to Software License and Subscription terms and usage.
<b>Software Contracts/ License Entitlement</b>	The number of authorised users of a given piece of Software, as defined in that Software License agreement.
<b>Subscription</b>	Where the University has authorised access to Software or Services typically paid for under a monthly or annual fee.

<b>Apps</b>	Software purchased and installed through Application Stores (Apple, Android, etc.)
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#### **4. POLICY CONTENT**

##### **4.1. Software Usage**

- 4.1.1. All Software Assets installed on University owned equipment must be fully Licensed and compliant with the relevant vendor's terms and conditions.
- 4.1.2. The Chief Information Officer is responsible and accountable for the management of University owned Software Assets, Licensing and original media of all Software within the University environment.
- 4.1.3. The Information Technology Service Centre must be made aware of all Software Assets in use across the University.
- 4.1.4. All new Software and Subscription purchases will adhere to the University's Software Asset Guidelines and be endorsed through the University's Technology Governance Process.
- 4.1.5. Staff, Students, Council Members, Contractors and Visitors are accountable for adhering to the Software Asset Guidelines and may be held responsible for the existence of any Software on University owned devices for which the University lacks the appropriate Licences.
- 4.1.6. All Licence and Subscription entitlement documents will be treated as documents of record and will be handled according to the University Records Management Policy.
- 4.1.7. Information Technology Service Centre will conduct audits for compliance from time to time.
- 4.1.8. University Software Assets no longer required will be removed from devices and the central register updated to reflect the change in usage and entitlement.

#### **5. ACCOUNTABILITIES AND RESPONSIBILITIES**

In relation to this policy, the following positions are responsible as follows

##### *Policy Owner*

The Chief Information Officer has overall responsibility for the content of this policy and its operation within the University.

##### *Staff/Students/Council Members/Contractors and Visitors*

Staff, Students, Council Members, Contractors and Visitors are required to comply with the content of this Policy and to seek guidance in the event of uncertainty as to its application.

#### **6. RELATED DOCUMENTS:**

- 6.1. The policy is supported by the following guideline:
  - 6.1.1. Software Asset Guidelines (attached)

6.2. Other documents which are relevant to the operation of this Policy are as follows:

- 6.2.1. [The University's Technology Governance Policy \(IT046\)](#)
- 6.2.2. [Records Management Policy: PL057 \(AD022\)](#)
- 6.2.3. [Strategic Procurement Policy PL260 \(AD093\)](#)
- 6.2.4. [Software: Conditions of Home Use](#)
- 6.2.5. [Acceptable use of Information Systems Form](#)
- 6.2.6. [Acceptable use of Information Systems](#)
- 6.2.7. [IT Service Kiosk - Software](#)

## 7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Chief Information Officer
All Enquiries Contact:	Manager, IT Compliance
Telephone:	08 6304 5227
Email address:	<a href="mailto:licensing@ecu.edu.au">licensing@ecu.edu.au</a>

## 8. APPROVAL HISTORY

Policy Approved by:	Vice-Chancellor
Date Policy First Approved:	3 February 2016
Date last modified:	3 February 2019
Revision History:	Scheduled Review
Next Revision Due:	3 February 2022
TRIM File Reference	SUB/69903

## Software Asset Guidelines

Linked to: [Software Asset Policy](#)

### 1. INTENT

This Guideline establishes the framework for the procurement, use and management of Software at Edith Cowan University.

### 2. ORGANISATIONAL SCOPE

All ECU Students, Staff, Council Members, Contractors and Visitors

### 3. DEFINITIONS

TERM	DEFINITION
<b>Software Assets</b>	Includes all software, Subscriptions and Apps deployed on University owned devices.
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<b>Subscription</b>	Where the University has authorised access to Software or Services typically paid for under a monthly or annual fee.
<b>Apps</b>	Software purchased and installed through Application Stores (Apple, Android, etc.)

### 4. Guidelines

#### 4.1. Software Asset Management Communication

The University will strive to create an environment for the success of the Software Asset Management function by:

- Communicating policy, guidelines and process;
- Educating stakeholders about processes and responsibilities;
- Establishing and maintaining a Managed Operating Environment (MOE) that includes common and authorised Software for general business use;
- Establishing self service facilities to enable ease of deployment of common and authorised Software within the University environment;
- Establishing a secure repository for original storage media, software licenses, and software documentation; and

- Creating mechanisms for tracking and managing software licenses and subscriptions.

#### 4.2. Software Procurement Governance.

Proposed purchases are required to comply with the University's Technology Governance Process.

#### 4.3. Software Purchasing Guidelines

All Software purchases, including upgrades, shall adhere to University Purchasing Policy, Processes and Financial Delegations.

#### 4.4. Financial Implications.

Where a Software Asset purchase is approved – the initial Software License and associated maintenance purchases will be borne by the requestor, while ongoing Software assurance cost will be included in the Information Technology Asset Management Plan (AMP) for the ongoing life of the Software, following relevant accounting practices regarding allocation of budgets and expenses.

#### 4.5. Software Management Guidelines

The Information Technology Service Centre will store, in accordance with the Record Management Policy, all original Software Contracts and Software media upon receipt of all new software, including copies of completed registration cards.

The Information Technology Service Centre shall establish and maintain a Software Asset Management register for all Software Licenses which includes License Entitlement details, user information, and review/audit information.

#### 4.6. Reviewing Software Assets.

The Information Technology Service Centre shall continuously monitor all of the computers and networks owned by the University to determine the Software resident on such systems and shall identify where Software installed differs from Software Entitlement.

The Information Technology Service Centre shall also conduct Periodic, planned reviews, in which the University may ask users to complete a software requirement survey. This survey will be used to determine current and future use and need of particular Software, to ensure Software Assets are being used efficiently and are not over-subscribed.

#### 4.7. Adjusting Software Assets.

Where the Information Technology Service Centre identifies that Software in use appears to differ from Software Entitlements, the Information Technology Service Centre will liaise with the users of the Software and the software vendor to return the University to full compliance and appropriate Subscription levels. Where such License adjustment requires additional License Entitlements to be purchased, the users may be requested to allocate budget accordingly.

4.8. Retiring Software Assets.

Software that is no longer required within the University will have the License Entitlement documentation and the actual Software archived and the License Entitlement set to “not in use”.

**5. References**

Related Policy:	PL267/it048	File No:
Document Owner:	Chief Information Officer	
Approved by:	Vice-Chancellor	
Date Approved:	3 February 2016	
Revision Date:	3 February 2022	
Amendments:		
Related Policies/Documents:	<a href="#">The University’s Technology Governance Policy (IT046)</a> <a href="#">Records Management Policy: PL057 (AD022)</a> <a href="#">Strategic Procurement Policy PL260 (AD093)</a> <a href="#">Software: Conditions of Home Use</a> <a href="#">Acceptable use of Information Systems Form</a> <a href="#">Acceptable use of Information Systems</a> <a href="#">IT Service Kiosk - Software</a>	

**6. Contact Information**

Contact Person:	Manager, IT Compliance
Telephone:	(08) 6304 5227
Email address:	<a href="mailto:licensing@ecu.edu.au">licensing@ecu.edu.au</a>