ITS Software Licensing Policy

Purpose

The purpose of this policy is to define roles and responsibilities on the licensing of software within the University of Pennsylvania School of Nursing. Centrally managing licenses assists the University to take full advantage of bulk or volume license pricing and reduces the possibility of redundant purchasing of Software Licenses. Incorrectly licensed software could lead to legal action being taken against the University.

Organizational Scope

This policy is School wide and applies to all School of Nursing staff, faculty and students.

Definitions

For the purposes of this policy, unless otherwise stated, the following definitions shall apply:

University	University of Pennsylvania
School	University of Pennsylvania School of Nursing
ITS	Information Technology Services at the University of Pennsylvania School of Nursing
OSL	Office of Software Licensing at the University of Pennsylvania
Software License	All software has a license. Licenses may be a full commercial license, a 'free' license, a license to 'trial' or a license to trial and then purchase. A software license is a legal agreement that is entered into between the purchaser and software vendor.
University Site Licensed Software	University site licensed software is provided by the Office of Software Licensing at the University of Pennsylvania. University site licensed software grants the School rights to load the software on any computer owned or leased by the University. Some site licensed software has specific home use rights. The OSL has negotiated bulk rate pricing with each vendor. The OSL license year is August 1-July 31 and users pay annual right-to-use licensing fee that is renewed each July.
	Users pay annual right-to-use licensing fee that is renewed each July.

Software at the University of Pennsylvania School of Nursing

Provided by ITS*	Available for Purchase Through ITS**
Adobe Acrobat Professional	ArcGIS
Blue Jeans	Endnote
Lynda.com	FileMaker Pro
Microsoft Office Suite	JMP
Qualtrics	Mathematica
Stata IC	Matlab
SAS	Mplus
SPSS Statistics	NVIVO
Atlasti	PASS
	Stata (all flavors)
	STAT Transfer
	UltraEdit

Policy Sponsor

Tej M. Patel, Senior IT Director, Information Technology Services

*ITS provides software to faculty, staff and student labs
Software not provided by ITS can be purchased by faculty, staff and students with a budget code through the ITS Service desk | **servicedesk@nursing.upenn.edu | 215.898.5981
ITS Website: ITS.nursing.upenn.edu
OSL Website: https://secure.www.upenn.edu/business-services/softwarelicenses/