| | **AUTHORISED SOFTWARE POLICY** |
|---|---|
| **Policy Owner** | Director, Information Technology Services |
| **Contact Officer** | Head, Customer Technology Services |
| **Endorsement Authority** | Vice President Operations |
| **Date of Next Review** | 24 January 2026 |

## 1.    PURPOSE AND OBJECTIVES

The purpose of this Policy is to outline the acceptable use of software on the Computing Facilities at Bond University, to protect the University and its Authorised Users from legal action resulting from the use of non-Authorised Software, to ensure cyber-security risks are minimised, existing supplier and brand agreements are leveraged, solutions are reliable, serviceable and supported, and to gain efficiencies from centralised software procurement.

## 2.    AUDIENCE AND APPLICATION

This Policy applies to all Authorised Users of the University ICT Services managed by the University or third-party providers on behalf of the University, both on and off campus.

## 3.    ROLES AND RESPONSIBILITIES

| Role | Responsibility |
|---|---|
| Manager, Customer Support Services | ▪ IT Service Desk management<br>▪ Field initial requests for software |
| Head, Procurement and Vendor Services | ▪ Software procurement |
| Head, Information Security Services<br>Head, Customer Technology Services<br>Head, Enterprise Application Services | ▪ Facilitate the assessment of new software through Bond's Software Approval procedures |
| Manager, End Device Services | ▪ Facilitate installation of software on Bond device Standard Operating Environments (SOE) |
| Director, ITS | ▪ Approve policy changes and exceptions |

## 4.    POLICY STATEMENT

### 4.1 Use of Software

4.1.1    Bond University will only use legally acquired software that is configured and used in accordance with the License terms and conditions.

4.1.2    The making of Illegal Software copies or use of such copies is prohibited.

4.1.3    The use of all software on Computing Facilities, including cloud-based software subscriptions, must comply with all relevant University policies.  Information Technology Services will periodically send a reminder of the obligations of this Policy to all Authorised Users.

4.1.4    Free Software may only be used if the free Licence conditions explicitly allow for use in an enterprise and has been assessed as part of Bond's Software Approval procedures.

4.1.5    Software purchased by the University is licensed primarily to the University or use on University Computing Facilities, however approval for some software may be granted to Authorised Users for use at home or other locations on non-University owned computers during the course of work or study with the University, subject to the contractual obligations and conditions of use as stated in the software license agreement.

4.1.6    Authorised Users must:
- Comply with the contractual obligations and terms and conditions of use stated in the software license agreements entered into by the University.
- Discontinue use and un-install the software from non-University owned devices upon cessation or termination of employment or completion of study, or upon notification by the University of its termination of (or changes to) the software license arrangement.

4.1.7    Authorised Users must not:
- Attempt to access software for which authority has not been granted.
- Interfere or attempt to interfere with the operation of any software or the access to that software
- Download, install, delete or modify software on Bond Computing Facilities without authorisation from Information Technology Services

### 4.2    Software Environment

4.2.1    The University will provide [Standard Operating Environments](#) (SOE) for use on all computing facilities. All Computing Facilities must use the standard operating environment, except where approval has been granted by the Director, Information Technology Services.

4.2.2    Information Technology Services will maintain and publish a catalogue of authorised software.

4.2.3    Information Technology Services will make available, software approved as part of the Software Request process.

4.2.4    All computing facilities must run Bond University's chosen anti-virus software. No one should attempt to disable or interfere with the anti-virus software and must report any instances in which they believe the software has been disrupted from normal operation to Information Technology Services.

4.2.5    Where possible, software will be made available on a self-service basis via the University Corporate Portals

### 4.3    Software Procurement

4.3.1    Information Technology Services is responsible for the purchasing, renewal, and disposal of all software used in Bond Computing Facilities.

4.3.2    Authorised users may request the purchase or installation of software via the

4.3.3    ITS will assess all software requests to ensure chosen solutions are fit for purpose and meet policy and architectural requirements.

4.3.4    Software which has been personally purchased outside of the Procurement Policy Framework will not be installed on Bond University owned assets and should not be accessed from Bond Computing Facilities.

## 5.   Software Licence Monitoring

Software Licence monitoring is undertaken by Information Technology Services to ensure that the University maintains compliance in terms of currency, legality, and quantities of Licences as well as to determine unauthorised and/or Illegal Software installed on University ICT Services. For each software application, both licence compliance and usage reports can be produced as outcomes of this monitoring.

The University strictly adheres to all obligations regarding software licensing and manages the risks accordingly. Under unique circumstances some staff may have administration privileges to install software on university computer assets in the pursuit of teaching, learning and research, these privileges are governed and regulated by the Authorised Software Policy. Furthermore, under the ICT Acceptable Use Policy, the University reserves the right to monitor or review information stored on the Facilities (clause 4.3).

## 6.    DEFINITIONS, TERMS, ACRONYMS

**Authorised Software**

Software that is being operated under duly acquired Licence terms and conditions and in accord with university aims and objectives. It includes:
- Commercial software
- Software available to University Offices and Faculties by virtue of that status (education and research use)
- Public domain software (e.g., The Apache Foundation)
- Software as a Service (SaaS) Cloud applications
- Vendor software provided free for use by education and research institutions subject to non-commercialisation use or commercialisation constraints.
- Assessed and approved by Bond ITS.

**Authorised Staff Member**

Bond University staff who hold executive positions such as Deans, Associate Deans, Vice Presidents, Directors, Faculty Business Directors, Deputy Directors, General Managers and their executive assistants.

**Authorised Users**

A person who has been provided with an Authentication Credential by the University to access University ICT Services.

**Computing Facilities**

All computing and telecommunication facilities and services, provided in offices, meeting rooms, laboratories, lecture theatres and teaching spaces, residences and other areas on campus and services provided through local or remote access from off campus.

**Approved Software**

Software approved, and supported directly by Information Technology Services.

**Free Software**

Software offered free of charge usually for private, personal use and not for use in an enterprise or for commercial purposes.

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| **Illegal Software** | Software that is copied or used outside the terms of the software License. Such actions are illegal under the Commonwealth Copyright Act and carry high penalties. |
| **License** | The right to use the software granted by the licenser to the licensee under the conditions of the agreement. |
| **Standard Operating Environment (SOE)** | A specification for a standard computer architecture and software applications that is used within the University on Bond Computing Facilities. |
| **University ICT Services** | Facilities and/or Services provided to an authorised user (wired or wireless) including software, internet usage, email, communication devices, hardware and computing infrastructure under the control of the University (or a third-party provider on the University's behalf) that provides access to information in online or electronic format. |

## 7.    RELATED DOCUMENTS
Procurement Policy
ICT Acceptable Use Policy
Copyright Compliance Policy
Social Media Policy

## 8.    MODIFICATION HISTORY

| Date | Sections | Source | Details |
|---|---|---|---|
| 24 January 2023 | 1,2,3,4.2.5, 4.3.2, 4.3.3, 6, 7 | Director ITS | Reference to ITS software procurement procedures and authorised users and authorised staff members. |
| 19 November 2019 | | | |
| 12 May 2009 | | | Date First Approved |

**APPROVAL AUTHORITY**: Vice Chancellor