



Request to install University-licensed software on a personally-owned device for University business

Policy objective

All software licensed by the University of Houston-Clear Lake must be used in accordance with the terms of its license agreement. Unless otherwise specified in the license, any distribution or duplication of copyrighted software, except for backup and archival purposes by the software manager or designated department personnel, is a violation of copyright law and is contrary to University of Houston-Clear Lake's standards of conduct.

On occasion, the University has purchased software with license agreements that permit members of the University's faculty and staff to use a copy of the software on their home computers for University-business purposes only. In these cases, the requestor must understand and agree to abide by the terms and limitations of its use to protect the University's interests.

User agreement

Requestor's Name: _____ Request Date: _____

Department: _____ Supervisor's Name: _____ (Initials)

Requested software: _____ Version: _____

Operating System: _____ Medium: CD/DVD Download Other

I have read, understand and agree to the following terms regarding the use of the requested software:

1. I will use the software only for University business purposes.
2. I have read, understand and will abide by the terms of the license agreement associated with this software and of all software licenses to which University of Houston-Clear Lake is a party.
3. I will respect the copyright of the computer software and will not be a party to the unauthorized duplication of the software or its installation on any other computer.
4. I realize that I do not own this software or its related documentation, and may not make additional copies except for archival purposes unless such action is expressly authorized by the software publisher.
5. I am aware that any unauthorized duplication of software may subject me to:
 - o University disciplinary action up to and including termination, and
 - o Both civil and criminal penalties under the United States Copyright Act including fines and imprisonment.
6. If I suspect that there has been a misuse of the software within the organization, I will contact the University's Information Security Officer.
7. I accept responsibility for the installation and maintenance of this software on your home computer and understand that no technical support will be provided by University Computing and Telecommunications in association with my work-at-home use.
8. I must remove the software from my home computer immediately at the time of agreement expiration or the termination of my employment.

Requestor's Signature: _____ Date Signed: _____

Software Manager's Name: _____ Date Issued: _____

Software Manager' Signature: _____ Date Returned: _____