Software Use on Non-State Computers

Policy 602.4

NOTE: For purposes of all Appalachian State University policies, references to SPA (subject to the State Personnel Act [former terminology]) shall be interchangeable with SHRA (subject to the State Human Resources Act [current terminology]); and references to EPA (exempt from the State Personnel Act [former terminology]) shall be interchangeable with EHRA (exempt from the State Human Resources Act [current terminology]).

1 Introduction

2 Scope

3 Definitions

4 Policy and Procedure Statements

4.1 Conditions of Use

4.1.1 Under certain circumstances, it will be considered appropriate for an employee of the University to own software purchased by the University on a privately-owned computer. To be eligible, the employee must obtain approval from the employee's department head stating that the software is necessary for that employee to perform the employee's job function. The software must be purchased by the department and will remain the property of the University. If the employee either leaves the University or the employee's job function changes and the employee no longer needs the software to perform job duties, then the software and documentation must be returned to the department. The employee will certify that the software has been removed from his or her computer prior to leaving the University or upon change in job function.

4.2 Procedure to Apply/Participate

4.2.1 The employee must complete the Department Request Form - Use of Software on Non-State Owned Personal Computers and have it approved by the department head. The form must be kept in the employee's personnel folder in the department records. The department will then follow normal procedures for purchase of the software.

4.3 Final Authority For Site Licenses

4.3.1 If the purchase involves taking advantage of University site licenses, the manager that is contractually responsible for the particular license agreement will have the final authority to judge the proper use of the software. In those cases where this policy does not clearly cover a particular arrangement between a University department and the employee, the responsible manager will have the discretion to determine whether the software use is appropriate.

4.4 Form Use of Software on Non-State Owned Computers

4.4.1 A Departmental Request Form - Use of Software on Non-State Owned Personal Computers can be obtained by contacting the Office of General Counsel.

5 Additional References

6 Authority

7 Contact Information

8 Original Effective Date

April 24, 1996

9 Revision Dates