

Current Software Licensing In the School of Nursing 10/3/04

This document is presented to clear up any confusion about software licensing in the School of Nursing.

The **school** purchases a site license every year for a variety of Microsoft products. This software can only be loaded on computers **owned** by the school. This includes Laptop computers.

The **university** purchases software licenses for other software, notably SPSS, Endnote and Photoshop. Faculty members who have been registered as teaching faculty with the University through CSSD and are listed as faculty in the Human Resources department database, can access this software without further cost but the software must be downloaded through the university network and the computer must be connected to the university network for the software to function. The software is only to be used by the registered faculty member and not members of their research staff.

For **non-teaching faculty or staff:**

To use university-licensed software (SPSS, Endnote, Photoshop, etc), on any computer a license must be purchased through CSSD.

To use a Microsoft product on a **non-school owned computer** a license must be purchased through CSSD.

To use Microsoft Office or an Operating system on a **school owned computer** a license does not need to be purchased.

For **teaching faculty:**

To use university-licensed software (SPSS, Endnote, Photoshop, etc), on a license must be purchased through CSSD, **unless it is connected to the University's network.(as they are in the building)**

To use a Microsoft product on a **non-school owned computer** a license must be purchased through CSSD.

To use Microsoft Office or an Operating system on a **school owned computer** a license does not need to be purchased.