In accordance with FDU's Acceptable Use Policy for Computer Usage, no employee shall copy or distribute software that violates copyright laws. All employees shall be aware that software and the accompanying documentation is generally owned by the manufacturer and the license only grants the user the right to use the software. Unlicensed software installations, also known as software piracy, are unacceptable at FDU.

The primary user of each computer shall take responsibility of keeping records of licenses for which software is installed. The University's Computing Services Department shall also track licenses for software installed by the Computing Services Department, though the purchase of high volume or site licenses. Users are advised that the software installed on University-owned computers may be audited internally (by the University) or externally (by software manufacturers or other anti-piracy software firms) at any time. Software found not to be in compliance with copyright laws will be removed and if possible replaced with a licensed copy.

Computing Services will provide certain software that is commonly used by the majority of the University's employees, including but not limited to word processing, spreadsheet, and antivirus software. Some software manufacturers allow for non-concurrent use of a license on an office computer and an employee's home computer. Computing Services will not provide non-concurrent licenses at off-premise sites due to the inability to track these licenses.

In order to provide the best possible service and support, and to reduce the cost of software site licenses, Computing Services, in conjunction with the Ed-Tech Planning Committee, has standardized on Microsoft Office Professional and Norton AntiVirus. Lotus 123 and WordPerfect (the previous standards at FDU) will be maintained at our 1998 version and number of licenses. Computing Services will not be purchasing additional licenses of these programs. In order to qualify for a WordPerfect or Lotus installation, a previous version must be installed on the same machine or your department may purchase it’s own license.

### Minimum Software Requirements

- **Microsoft Office**
  - Version 4.3 requires Windows 3.1. Office 97 requires Windows 95 or later
  - 486 or later processor. A Pentium is strongly recommended.
  - 8-12 MB RAM
  - Approximately 125 MB free hard disk space for the entire program with all components.

- **WordPerfect**
  - Version 8 requires Windows 95 or later. Version 6 requires Windows 3.1 or later
  - 486 or later processor, Pentium recommended.
  - 8 MB RAM, 16 MB recommended.
  - 50 MB (minimum) - 120 MB (typical) hard disk space for version 8
  - 14 MB (minimum install) - 32 MB (typical) hard disk space for version 6

- **Lotus Smart Suite**
  - Windows 95 or later
  - 486 or later processor.
  - 8 MB RAM, 12 MB recommended.
  - 60 - 140 MB hard disk space

### Software Quality Assurance and Compliance Policy for Network Server & Lab Installations

As a result of the installation of Windows 98 in the computer labs and the security measures in place, it is no longer possible for individuals to install software on the machines. If the software can be executed directly from the diskette or CD-ROM, it will most likely function correctly.

Instructors wishing to have a software application installed for use by 20 or more people simultaneously must provide Computing Services the original installation diskettes or CD-ROM, installation guide, and the appropriate proof of license. Note that the licenses for some software may limit our ability to install it on the network. These materials must be provided a minimum of sixty days before the software is needed. Because it is impossible to predict how software will interact with our network and other software already installed, we cannot guarantee that a program will work on our system.

For programs that will be used by less than 20 people, the instructor may install the application on up to 5 machines in a lab not normally used for classroom instruction, plus an "instructor's machine" in one of the teaching labs. If fewer licenses are owned, then only that many licenses may be installed. The instructor will be told which machines to install the program on and will be given a password which can be used to disable the security on the machine for the duration of the installation procedure. Software installed in this way will only be available on those designated machines. Computing Services will make a reasonable attempt to keep these designated systems functioning with the additional software, but in the event that the machine needs to have it's base configuration and software restored from backup, the instructor will be contacted and will need to reinstall the application.

In all cases, software must be owned or licensed by the University, even if the application is only to be used for demonstration purposes. No software owned by an individual will be installed on the systems.