Software Asset Management

Updated by
Central IT
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To ensure full compliance with the Copyright Ordinance, the University has implemented a software asset management scheme and formulated policies and procedures following the Government's guidelines as stipulated in its "Reference Guide on Software Asset Management".
(https://www.ogcio.gov.hk/en/our_work/infrastructure/methodology/sam/)

All members of the University must observe and follow the guidelines set forth in this document.

Software Asset Management

A Software Asset Management scheme has been implemented by the University, covering the procedure for software acquisition as well as the establishment of a central software asset inventory.

University Policies & Procedures

All departments are required to observe the following policies and procedures.

1. Departmental Software Inventory

Departments should properly maintain their software inventory records and software license information by using the Software Inventory System provided under AIMS.

2. Software Acquisition

All software acquisitions, including reimbursement claims for software purchase, should be processed through the University's iProcurement System.

When making purchase requisition for software, departments shall enter clearly the software name, version number, type of license and licensing period. All information will then be updated to the central Software Inventory System.

Please note that reimbursement for software purchase through departmental petty cash is not allowed.

3. Computer Disposal

When disposing a computer, users are required to un-install all software residing in the computer.

4. Software Copyright Declaration and Compliance Observation

Users are required to declare annually in AIMS the legitimate use of software on all University-owned devices allocated to them. The Central IT will periodically scan for software installed on these computers to observe compliance.

Guidelines on Using Software

Software includes applications, utilities, fonts, drivers, cliparts, music, video files, and more.

DO's

For Staff

- Make sure their workstations are secured from unauthorized access.

For Departments

- When purchasing hardware and software, make sure proper software licenses are acquired.
- Make sure designated staff is assigned to be responsible for all computers in a department.
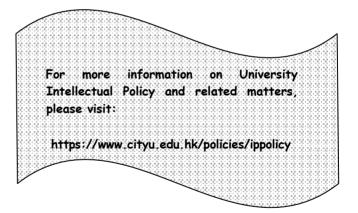
For Service Providers

- Make sure their servers are secured from unauthorized access, and designated staff is responsible for each service.
- Use only licensed software in their servers.
- Remind all account holders of the service(s) of the need to comply with the Copyright Ordinance.

DON'Ts

For Staff, Students and Service Providers

- Unlicensed software should not be installed into PC or workstations of the University.
- Infringing software should not be offered for electronic distribution or sharing, including email, personal web pages, FTP, peer-to-peer and utilities.
- All copyrighted electronic resources should not be downloaded without the consent of the owners.

For more information on University Intellectual Policy and related matters, please visit:

https://www.cityu.edu.hk/policies/ippolicy

For queries and comments, please send email to csc@cityu.edu.hk