Software Distribution Policy

Purpose

To ensure appropriate software distribution and copying, the university is required to closely monitor the process by which its site-licensed software is administered. It is the responsibility of university technicians to maintain a reasonable level of oversight over the distribution and installation of all Microsoft and other site-licensed software.

1. Users must be a current George Mason University Faculty or Staff member.
2. Software can only be installed on George Mason owned equipment.
3. Software may only be used for George Mason University business and academic work.
4. All software license agreements must be adhered to for installation.

Distribution Process

Providing access to Microsoft and other software products for on-campus use:

- Volume-license keys will not be provided to end-users.
  - A volume-license key is a single key that allows multiple users to install duplicated copies of software applications on their individual computers.

- Volume-licensed software titles may be acquired through three methods:
  - Automated software installation through the (SCCM).
  - On-site installation through the user’s college or departmental technician.
  - On-site installation through the IT Support Center (work orders will be submitted to TSS Desktop for action).

- If a user requests installation of unsupported software or a program that is not part of Mason's software library, they must provide both the software media (CD, DVD, etc.) and the license key (CD Key, product activation code, etc.) to the technician prior to installation.

- All software license agreements must be adhered to for installation.