With the Intellectual Property Ordinance fully enacted in 2001, the University is obliged to observe and to comply with the principles and requirements of the Ordinance. All members of the University must follow the stipulated guidelines. Breach of the Ordinance can result in criminal liability.

In response to the new legislation, the University implements a software asset management scheme, which follows the Government's guidelines as stipulated in the "Reference Guide on Software Asset Management". (http://www.itsd.gov.hk/itsd/english/itareas/esam.htm)

To implement proper software asset management in the University, two application systems have been developed for use by all departments:

- a software scanning tool, SAMScan, to identify and classify software items installed in computers, and to generate the software usage summary.
- a central Software Inventory System to maintain all software acquisitions and software license information.

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

1. Software Asset Assessment

Departments should conduct software asset assessment using SAMScan regularly and at least once a year on all their computers.

From the software usage summary generated from SAMScan, departments should make sure that the software they are using have proper licenses.

2. Departmental Software Inventory

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

3. Software Acquisition

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

When placing purchase requisition on software, departments are requested to 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.

4. Computer Acquisition and Disposal

Newly purchased computers are sometimes bundled with pre-installed software. Whether the University-owned computer is connected to the University network or used as a standalone computer, user is required to run SAMScan to register the new computer and to record all its bundled software under the departmental software usage summary.

When disposing a computer, user is required to un-install all software residing in the computer. The departmental administrator should use dedicated AIMS function to mark the computer being disposed. All software records of the disposed computer will then be automatically removed from the departmental software usage summary.
5. Installation and Disposal of Software

After installation of new software to a University-owned computer, user is required to run SAMScan to update the new software to the departmental software usage summary.

To dispose obsolete software, user is required to un-install the software from the computer, and run SAMScan to remove the software record from the departmental software usage summary.

Guidelines on Using Software

To ensure compliance of Intellectual Property Ordinance in the University, all staff and students should observe the following guidelines on using software.

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

DO's

For Staff

- Make sure their workstations are secured from unauthorized access.

For Departments

- In purchasing hardware and software, make sure they get the proper software license for use.
- Make sure all computers in departments are held responsible by designated staff.

For Service Providers

- Make sure their servers are secured from unauthorized access, and designate staff to hold responsibility of each service.

- Use only licensed software in their servers.
- Should inform 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 utilities, etc.
- All copyrighted electronic resources should not be downloaded without the consent of the owners.

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

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

http://www.cityu.edu.hk/cio/cist